

July 21, 2025 — 6:30 PM
Brookview Golden Valley
316 Brookview Parkway S

COMMUNITY SERVICES COMMISSION AGENDA

Community Services Commission (CSC) meetings are conducted in a hybrid format with in-person and remote options for attending. Members of the public may attend virtually via Microsoft Teams, or by calling 1-872-256-4160 and then enter the meeting code listed on the agenda.

Meeting ID: 242 729 700 538 3

Passcode: Ti7GH7te

Phone conference ID: 389 402 357#

1. Call to Order

2. Land Acknowledgement

We acknowledge and honor the Dakota nation, on whose ancestral land the City of Golden Valley is built, and whose land resources we use. We commit to counteracting the erasure of the cultural practices and presence of the Dakota people through education and by amplifying a wide range of indigenous voices.

3. Oath of Office

3.A. [Oath of Office: New Member - Molly Goenner](#)

4. Approval of Agenda

4.A. [Approval of Community Services Commission July 21, 2025 Meeting Agenda](#)

5. Approval of Meeting Minutes

5.A. [Approval of November 18, 2024 Community Services Commission Meeting Minutes](#)

6. Business

6.A. [Commissioner Orientation Review](#)

6.B. [Election of Officers](#)

6.C. [Review Commission Bylaws](#)

6.D. [Budget Review](#)

6.E. [Allocation Process Review](#)

7. Adjournment



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EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

3.A. Oath of Office: New Member - Molly Goenner

Prepared By

Jasy Vorachit, Administrative Assistant

Supporting Documents

- [Goenner, Molly - Oath of Office.pdf](#)

OFFICIAL OATH

State of Minnesota)
)ss
County of Hennepin)

I, Molly Goenner, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Community Services Commission Member of the City of Golden Valley, Minnesota, to the best of my judgment and ability, so help me God.

Molly Goenner

Subscribed and sworn to before me this ____ day of ____, 2025.

Chair

PLEASE NOTE: This is the oath of office that will be provided for you to read and sign at the Community Services Commission meeting. If you object to the oath on religious grounds, and would like to substitute the word "swear" for the word "affirm", and the phrase "So help me God" for the phrase "And this I do under the penalties of perjury" please notify Melissa Croft at mcroft@goldenvalleymn.gov as soon as possible so the amendment can be prepared.



EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

4.A. Approval of Community Services Commission July 21, 2025 Meeting Agenda

Prepared By

Jasy Vorachit, Administrative Assistant

Recommended Action

Motion to approve the Community Services Commission July 21, 2025 Meeting Agenda



EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

5.A. Approval of November 18, 2024 Community Services Commission Meeting Minutes

Prepared By

Jasy Vorachit, Administrative Assistant

Recommended Action

Motion to approve the November 18, 2024 Community Services Commission Meeting Minutes

Supporting Documents

- [11-18-2024 Meeting Minutes.pdf](#)

Community Services Commission

November 18, 2024 – 6:30 pm
Brookview Rice Lake Room

REGULAR MEETING MINUTES

1. Roll Call

Commissioners present: Lisa Roden, Josh Kelley, Roger Bergman, Angela Wagner, Ben Stoner

Staff present: Brian Erickson, Recreation Supervisor; Nicole Eller-Peploe, Office Assistant

2. Land Acknowledgement Statement

Commissioner Stoner shared the Land Acknowledgment Statement with the commission.

3. Approval of Minutes – October 21, 2024

MOTION moved by Chair Roden and seconded by Commissioner Stoner to approve the October 21, 2024 meeting minutes.

4. New Business

a. Budget Review

Erickson shared a detailed explanation of the budget to date.

b. Volunteer opportunity – PRISM Holiday Tea Shop

Chair Roden discussed her commitment to volunteer in toy distribution and the orientation process.

Discussion followed regarding possible Commissioners volunteering.

5. Old Business

a. Allocation Recommendations

Discussion focused on application clarifications and amounts requested.

Commissioners determined the final allocation for each application.

b. Council meeting – Tuesday, December 3

Chair Roden and Vice-chair Kelley will co-present. Commissioners will also attend.

6. Adjournment

The meeting was adjourned by Chair Roden at 7:38pm

Lisa Roden, Chair

Brian Erickson, Staff Liaison



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EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

6.A. Commissioner Orientation Review

Prepared By

Jasy Vorachit, Administrative Assistant

Summary

At the regular meeting each May, the Commission will review the orientation materials for Boards and Commissions including the commission's structure, member roles and responsibilities, Minnesota's Open Meeting Law, and the City's Values. It is requested that Commission members review the attached materials prior to the meeting and arrive with their questions and/or comments.

Supporting Documents

- [Board and Commission New Member Packet.pdf](#)

New Board/Commission Member Welcome Packet



Hello, and welcome to the City of Golden Valley as a new Board/ Commission member. We are thrilled to have you join us. This packet includes important information to help you navigate your new role. When you arrive for your first meeting you will receive a new member orientation, where we will go over a lot of the information in this packet, and you will have an opportunity to ask any questions.

Table of Contents

Council, Board, and Commission Guiding Principles pages 2-10

The Guiding Principles apply to all members of the Council and each appointed member of a board or commission. The “Principles” document details the values and standards of conduct expected for each member, outlines communication structure, and identifies and addresses conflict of interest.

Guidelines for Advisory Boards and Commissions pages 11-16

The “Guidelines” were developed to help board and commission members with the structure and procedures of City Boards and Commissions. Topics include “terms of office,” “attendance,” and more!

Minnesota Government Data Practices Act page 18

The Data Practices Act presumes that all government data are public. This one page guide shares the “who, what, where, when, why, and how” of the Data Practices Act.

Open Meeting Law page 19

All of the City’s meetings abide by the State of Minnesota’s Open Meetings Law. This one-page gives the “who, what, when, and why” of the open meeting law. It is crucial that board and commission members understand that this law applies to all types of “meetings” including phone calls, emails, and texts!

Robert’s Rules of Order..... pages 20-21

The City conducts business at Council meetings and Board/Commission meetings using Robert’s Rules of Order. This “cheat sheet” should help you understand the structure, including how to handle a motion, and how conduct business during meetings.

Council, Board, and Commission Guiding Principles

GUIDING PRINCIPLES

I. General Policy Statement & Objective

The purpose of this document is to establish guiding principles for the Golden Valley City Council (the “Council”) and Golden Valley City Boards and Commissions. These principles apply to the members of the Council and the Mayor as well as the appointed members of the City’s Boards and Commissions, each of the foregoing being referred to in this document as a “Member.”

II. Values

The City of Golden Valley has determined the following as our core set of values:

- Communication
- Community
- Inclusion
- Integrity
- Respect
- Innovation
- Courage
- Accountability

III. Standards of Conduct

1. A Member must not use his or her official position to secure special privileges or exemptions for the person or others.
2. A Member must not act as an agent or attorney for another before the Council or a board or commission in a matter where a conflict of interest exists or may exist.
3. A Member must not knowingly accept or solicit, directly or indirectly, a gift or loan for himself, herself, or another if this is prohibited by law.
4. A Member may accept compensation or expense reimbursement for the performance of the person’s public duties only from the sources listed below. A Member must not solicit or accept compensation or expense reimbursement for the performance of the person’s public duties from any sources other than:
 - a. compensation and expenses paid by the City;
 - b. compensation and expenses from other employment, if the person happens to conduct public business while being paid for the other employment and if the other employment does not interfere with, influence, or compromise the person’s public position; or
 - c. compensation and expenses paid by another governmental agency or municipal association to a Member who serves as a City representative for that agency, but only if the City does not also pay the person for the same activity.

5. A Member must not use public money, time, personnel, facilities, or equipment for private gain or political campaign activities except when:
 - a. the use is required or authorized by law; or
 - b. the use is not greater than that allowed for members of the general public.

This paragraph does not prohibit correspondence at any time to individual residents in response to the resident's specific inquiries.

6. A Member must not disclose to the public, or use for the private gain of self or others, information that was gained by reason of the official's public position and that is not public data or was discussed at a closed session of the Council. Further, a Member must not disclose information received, discussed, or decided in conference with the City Attorney that is protected by the attorney/client privilege, unless a majority of the Council has authorized that disclosure.
7. A Member must not enter into a contract with the City, unless in accordance with law. A Member who has a proprietary interest in an agency or company doing business with the City must make known that interest in writing to the Council and the City Clerk.
8. A Member must not intentionally violate a provision of the City Code or the City ordinances.
9. Council Members are expected to be prepared for Council meetings and Council/Manager meetings by reading agenda packets and requesting further research in advance of the meetings.
10. The Mayor and Council Members direct City staff, contract employees, and consultants only through the City Manager, as established by the requisite majority vote. At Council meetings, the Council may express concerns and may provide staff specific direction, provided that the direction is the consensus of the Council. The City Manager will request further clarification if he/she feels it is required so there is a clear understanding of what the Council's expectations are in terms of the actions to be taken by staff.
11. Members shall conduct themselves in such manners as to obey and adhere to Minnesota Statutes Chapter 13D, the Open Meeting Law.
12. Members' duties shall be performed in accordance with the process and rules of order established by the Council or the City Code.
13. Public resources that are not available to the general public (e.g., City staff time, equipment, supplies and/or facilities, etc.) shall not be used by the Members for private, personal, or political purposes.

14. It is the responsibility of Council Members to publicly share, with all other Council Members, information they have received from sources outside of the public decision-making process, which pertains to a topic under consideration. Whenever possible, new information or data obtained by Council Members, pertinent to a topic being discussed, will be distributed through the City Manager to other Council Members.

IV. Communications

As elected officials, Council Members have a responsibility to communicate information to the public. Communicating accurate, timely, and professional information is important to ensuring the quality and credibility of information being provided to the public.

Public Record: Communications (electronic or written) involving Members are public records (with a few exceptions as stated by the Minnesota data practices act—www.house.leg.state.mn.us/hrd/pubs/dataprac.pdf). Communications not considered public record may still be public information (i.e., email, text messages). Those interested in copies of these items must file a public disclosure request. Requests for private data or information outside of the scope of a Member's role should be routed to the City Manager.

Align With Minnesota Open Meeting Law: Information posted or responded to should be done in alignment with the open meeting law: (See www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf). Members should generally act with caution when using electronic means to communicate with one another. Members who wish to share information with other Members should do so through the City Manager. Materials relating to agenda items for City business (including email) must be provided to the public at the meeting. Email or social media communications shared among three or more Members should take place at an open meeting. Example of a violation: A Member posts a comment on a Facebook page about a proposed ordinance. A second Member comments that they agree and a third Member clicks the "like" button.

Citizen Questions, Comments, and Concerns: It's important that Members direct citizen questions, comments, and concerns to staff. Doing so ensures requests are routed to the appropriate staff person and holds accountability that proper follow-up is made and the task is completed. In addition, since some requests cover multiple departments there may be a request history that will be useful as staff works to resolve the issue.

Electronic Communications: Generally, the Golden Valley City Council receives agenda materials, background information, and other meeting information via email and/or the list serve. Contact the City Manager if there are questions about these items.

Social Media: Since social media is an effective and frequently chosen communication tool among the public, the City of Golden Valley has its own official social media pages.

Communication Tips for Email and Social Media Public Perception: Members are public officials representing the City of Golden Valley and its policies and perspectives.

Official Versus Individual Perspectives: Since the public connects City officials to the City of Golden Valley, it's important to clarify official perspectives from individual perspectives.

Public information: Any published content, written or electronic (email, for example), may be considered public information or considered covered under the Minnesota data practices act. Informal messages not related to a public official's role, such as meeting notices, reminders, telephone messages, and informal notes, are not public record.

Large Outreach: Information posted on social media is public and is online for a long time. Both email and social media posts can be quickly shared with other audiences, making it important to post professional messages and avoid political comments.

Discoverability: Generally, email is removed from the system every three years. Email is discoverable in litigation, making it important to use it cautiously. When seeking legal advice or to discuss matters of pending litigation or other "confidential" City business, ensure emails are sent to only those intended because the attorney-client privilege protecting the document from disclosure may be waived.

Media Relations - Media Inquiries: Members are strongly encouraged to refer all media inquiries to the City Manager prior to Council discussion and vote on an item. After a vote has been taken, individual Members may comment on their decision. It's understood that individual Member decisions may not be reflective of the Council's majority vote.

Following these guidelines is important to the democratic process because it helps avoid creating the public perception that a vote or decision has been made on a topic. That perception may discourage the public from engaging in the democratic process.

City Manager's Role: The City Manager communicates on the City's behalf in interviews, publications, news releases, on social media sites, and related communications. The City Manager is in the best position to provide a response because many issues involve multiple departments or work may already be in progress. Many times, a department director will handle interviews and communications on behalf of the City Manager.

When the media calls about:

1. Upcoming agenda items, issues, or discussion topics: Wait to provide information until the topic is voted on. This communicates that a decision has not been made and allows the public process to work by keeping the topic open for citizen input. If a Member discusses the issue with media before a decision is made, there is potential that the public may be confused about the Council's direction. This may create a public perception that a vote or decision has been made on a topic and discourage the public from engaging in the democratic process.

2. Routine or public information (i.e., a meeting time or agenda): Provide media with the information and notify City Manager.
3. Other information: About potential litigation, controversial issues, an opinion about a City matter, or if unsure of the type of question, it's strongly recommended to work with the City Manager on these topics. The City Manager typically works with staff on these issues and can present the discussion scope or topic.

V. Identifying and Addressing Conflicts of Interest

So that citizens may have the utmost confidence and trust in the integrity of their City government, and to protect the City's interest and its citizen's interests, Members must disclose and avoid conflicts of interest that arise in performing their official duties. To this end, the below principles provide Members guidance for identifying, addressing, and disclosing conflicts of interest. This guidance supplements, not supplants, the responsibilities Members have under law with regard to conflicts of interest. Members should consult with the City Manager and/or City Attorney with questions or concerns they may have regarding conflicts of interest (whether the conflicts are real or perceived, potential or in existence), and not participate in or take any official action on a matter until such questions or concerns are resolved with the City Manager or City Attorney.

1. Identifying Legal Conflicts of Interest

A "legal conflict of interest" exists when, in the discharge of official duties, a Member participates in a governmental decision, action or transaction that:

- a. affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation; or
- b. affects the financial interests of an organization in which the person participates as a member of the governing body, unless the person serves in that capacity as the City's representative.

2. Identifying Financial Interests

A financial interest is any interest, including loans, which may yield, directly or indirectly, a monetary or other material benefit to the Member (other than monetary or material benefits authorized by the City in accordance with law). A financial interest of a Member or Member's employer (other than the City), his or her associated business, or his or her spouse, domestic partner, parent, sibling or child, and their employers or associated businesses shall also be considered a financial interest of the Member. The following assets shall not be considered a financial interest for purposes of this section:

- a. ownership of shares in a diversified mutual fund;
- b. membership in a pension plan or employee benefit plan;

- c. ownership of bonds or publicly traded securities; and
- d. ownership of a whole life insurance policy.

3. Addressing Legal Conflicts of Interest

- a. When a legal conflict of interest exists, except as permitted by law, a Member must disclose the potential conflict of interest for the public record, in the manner described in Section VI below, and refrain from participating in the discussion and from voting on the matter. To participate or participation, for the purposes of this document, means making the decision, taking action, entering into a transaction, providing advice or a recommendation, introducing, sponsoring, debating, voting on, approving, and investigating the decision, action, or transaction.
- b. A Member shall not participate in making, or attempt to use his or her position to influence, any City governmental decision, action, or transaction in which the Member knows or has reason to know that he or she has a legal conflict of interest.

4. Non-Legal Conflicts of Interest

- a. Members may face situations in performing their official duties that raise, or are perceived to raise, a conflict of interest but which do not fall within the above description of a legal conflict of interest and are otherwise not a conflict of interest regulated by law. These types of conflicts are referred to, for purposes of this document, as “non-legal conflicts of interest.”
- b. While non-legal conflicts of interest may be different in nature or degree from a legal conflict of interest and other conflicts of interest regulated by law, they can nevertheless impair, or give the appearance of impairing, a Member’s independence of judgement and/or harm the City’s interests and the interests of the citizens.
- c. The significance of non-legal conflicts of interest often depends on the facts and circumstances involved in each situation, and thus it is difficult to establish bright- line rules regarding when such conflicts must be disclosed and necessitate a Member to refrain from participating in a matter. Therefore, Members are entrusted to use their best judgement regarding such situations with the aim of upholding the principles established under this document and the highest possible standards of ethical conduct, and with the understanding that public disclosure of non-legal conflicts of interest, by itself, helps maintain citizens’ trust and confidence in the integrity of City government.
- d. To this end, if a Member recognizes that his or her participation may create a non-legal conflict of interest, he or she should (i) discuss the matter in advance (to the extent possible) and in confidence with the City Manager and/or City Attorney regarding the appropriate action to take; and/or (ii) disclose the conflict in accordance with Section VI below and, if necessary, refrain from participating in the matter.

- e. Without limiting the foregoing, a Member may participate in a City governmental decision, action, or transaction involving an organization or entity that the Member, or his or her partner, spouse, partner, domestic partner, sibling, or child is an officer, director, board member, or trustee of, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her affiliation with the organization or entity as though it were a legal conflict of interest, in the manner described in Section VI below.
- f. Similarly, a Member may participate in a City governmental decision involving a person related by family to the Member, other than his or her parent, spouse, domestic partner, sibling, or child, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her relationship with the related person as though it were a legal conflict of interest, in the manner described in Section VI below.

VI. Disclosure of Conflicts of Interest

If a Member, in the discharge of his or her official duties, recognizes that his or her participation in a matter would create a legal conflict of interest, or a non-legal conflict of interest that should or must be disclosed, the Member shall disclose the conflict of interest as follows:

- a. The Member shall disclose the conflict of interest to the City Manager and his or her fellow Members as soon as he or she becomes aware of the conflict. If a Member becomes aware of a conflict during a meeting of the Council or a committee or board, the Member shall immediately disclose the conflict of interest orally.
- b. In the case of a legal conflict of interest, a Member must also prepare, on a form prescribed by the City Clerk, a written statement describing the matter requiring action or decision and the nature of his or her conflict of interest, or as otherwise required by law. In the case of a Council Member, the written statement shall be distributed to the other Council Members and Mayor and filed with the City Clerk. Likewise, in the case of a Member of a board or commission, the written statement shall be distributed to the other Members of the board or commission and filed with the City Clerk. After the first time the Member has orally disclosed a conflict of interest and filed the disclosure form, the Member may subsequently orally disclose a conflict by referring to the filed form. Because Members may not attend all meetings, oral disclosure may consist of the written statement being read into the record by the presiding Member at the first regular meeting after the form has been filed. All written statements shall be filed and distributed within one week after the Member becomes aware of the legal conflict of interest. In the case of non-legal conflicts of interest that a Member discloses, the Member may file a written statement regarding the conflict.

- c. If a Member does not participate in any discussion or vote on a matter due to a conflict of interest, he or she shall be counted present for the purposes of establishing a quorum to carry on the business of the Council, board, or commission, but shall be considered disqualified for the purpose of establishing the number of votes necessary to pass motions or resolutions.

VII. Hearing

Any person may file a written complaint with the City Clerk questioning a Member's adherence to the principles stated in Section III through VI above. After reviewing the complaint, the Council may hold a public hearing only if: (1) a neutral third-party designated by the City Attorney, advises the Council that the allegations state a legally-recognized violation of the law or a legally-recognized conflict of interest; or (2) a neutral third-party designated by the City Attorney, advises the Council that the complaint has been lodged in good faith and that the alleged violation is related to the accused Member's role as a Member.

Prior to the hearing, a letter will be sent to the accused Member stating the alleged complaint. At the hearing, the accused Member shall have the opportunity to be heard.

If, after the hearing, the Council finds a violation of the principles stated in Section III through VI above, the Council may, by a majority vote, censure the accused Member. The accused Member shall not participate in the Council's decision to censure.

VIII. Shared Values Statement

I affirm that I believe in and am committed to upholding the values as stated in this City of Golden Valley Guiding Principles.

Signature _____ Date: _____

Printed Name: _____

Refusal to sign City of Golden Valley Guiding Principles:

Signature _____ Date: _____

Printed Name: _____

Guidelines for Boards and Commissions

Guidelines for Boards and Commissions



Introduction

The City Council wishes to express its appreciation to the many citizens who take time away from their personal and professional lives to serve the community through their membership on the Council's advisory groups. Golden Valley has had a history of extensive citizen involvement. At present approximately 60 advisory commission, board, and committee members participate in providing specialized expertise so that Council decisions can be made with more complete background and knowledge than would otherwise be possible. The Council and the entire community benefit from this invaluable service.

Golden Valley is a statutory city. The legislature established it as a city in the early 1970's. The State Statutes provide: "In any such city, there shall be...no administrative board or commission...the Council shall itself perform the duties and exercise the powers and shall govern and administer the functions for which no independent boards are authorized by statute. The Council, may, however, create boards or commissions to advise the Council with respect to any municipal function or activity or to investigate any subject of interest in the City." This Council, and others before it, recognizes the many advantages to be gained from this approach.

The purpose of this document is to provide guidance to the Council's advisory boards and commissions. The Council is directly responsible for the actions of its advisory boards and commissions. It is hoped that through these guidelines the expectations of the Council will be clearly understood and followed. The Mayor and Council Members welcome any request for discussion or clarification of information that is contained in these guidelines. The goals of the Council are better communication with its advisory commissions and better service to the citizens of Golden Valley.

Current Golden Valley Boards and Commissions

The Golden Valley City Council currently has seven standing advisory commissions. They are:

- Board of Zoning Appeals
- Police Employment, Accountability, and Community Engagement Commission
- Environmental Commission
- Diversity, Equity, and Inclusion Commission
- Human Services Commission
- Open Space and Recreation Commission
- Planning Commission

Short term advisory committees are appointed as needed.

These Guidelines for Advisory Boards and Commissions apply to each of these groups as appropriate and as permitted by the laws and ordinances which establish them.

I. Legal Basis of Advisory Boards and Commissions

Boards and commissions are authorized to exercise all duties which the Council has legally assigned to them. They are frequently authorized to conduct research and make recommendations. It should be remembered, however, that advisory boards and commissions may not make decisions on behalf of the Council. In many cities, it is routine practice for the Council to accept an advisory recommendation if the

commission has done a thorough and competent job. It must be emphasized, however, that it is the Council's final decision on the matter and not simply the commission recommendation which is effective to bind the municipality. No recommendation of any advisory commission takes effect unless it has been adopted by formal action of the Council. These advisory commissions may be organized in any manner deemed appropriate by the Council. The City Council may create and dissolve them, appoint persons to serve on them, and exercise powers of general supervision over them.

II. Open Meeting Law

All meetings of all public bodies in Golden Valley must be open to the public. There can be no such thing as a "closed", "private", or "executive" meeting or session. The only exceptions that have been recognized in the past are certain disciplinary actions conducted by the Police Civil Service Commission and some personnel and legal matters before the Council.

The Minnesota Statute requiring City Council meetings to be open to the public has been in existence for many years. A 1973 amendment and court decisions and rulings by the Minnesota Attorney General have made commissions, subcommittees, and other public bodies subject to the statute. Any person violating the open meeting requirement is subject to civil penalty.

Commissions and committees should be careful to observe the requirements of holding all meetings in public places and posting notices of meeting dates and times at the City Hall. Scheduling of meetings with the Manager's Office will help prevent conflict with other groups over meeting times when public participation is particularly desired. Commission, board, and committee meetings will not be held on designated legal holidays or recognized religious holidays.

Any questions regarding the meaning or application of the Open Meeting Law should be directed to the staff liaison. The staff liaison will seek such advice from the City Manager, in conjunction with the City Attorney as may be necessary.

III. Commission Organization and Procedures

- A. Term of Office:** Appointments to commissions are made effective May 1 of each year. The length of each appointment is provided in the governing ordinance or resolution and is designated by the Council at the time of the appointment. Each permanent advisory commission should elect officers no later than its second meeting after May 1 in each year. Chairpersons of special committees may be appointed by the Council. Voluntary resignations from a commission should be communicated by letter or email from the person resigning to the Staff Liaison.

Chair and Vice Chair: The Chair and Vice-Chair shall be elected from the Commission membership by its members at its regular Annual Meeting. Members may only serve two consecutive years as the chair and vice-chair of any board or commission.

- B. Meetings:** Meeting times and locations are set according to each commission's bylaws. Each commission should defer to the Council's meeting policy for meetings which occur on or near recognized holidays. A quorum of the board is made up of a majority of members currently

appointed. All meetings will be conducted in accordance with the Minnesota Open Meeting Law and the City Code. The proceedings of meeting should be conducted using standard parliamentary procedure.

- C. **Attendance:** Members are expected to attend all meetings, including the annual board and commission joint meeting. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed:

- two consecutive or three total meetings for groups that meet once a month; or
- two consecutive or five total meetings for groups that meet twice a month.

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member's attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

- D. **By-Laws or Rules of Procedure:** Each commission shall follow By-Laws or Rules of Procedure governing its work. Proposed amendments to By-Laws or Rules of Procedure should be submitted to the Council for review and approval prior to implementation.
- E. **Orientation:** Staff liaisons, in conjunction with the City Manager's department, will provide orientation for new board and commission members. The staff Liaison for each Board or Commission will provide the new member with meeting information, discuss expectations, and review pertinent issues with them prior to the next meeting of the Board or Commission.
- F. **Acting as a Private Citizen:** A commission member testifying before the Council as a private citizen should clearly note **before** testimony that he/she is testifying as a private citizen.
- G. **Expenditures:** Each Commission is authorized to incur those specific expenditures included in its final budget, as adopted by the Council. Any other expenditures require specific Council approval prior to the time the obligation is incurred. Council approval is necessary prior to solicitation of funding from outside sources for any purpose.
- H. **Minutes:** A person will be provided by the City to take minutes for the advisory boards and commissions. Minutes serve the dual function of making an historical record of commission proceedings and of informing the Council regarding the commission's activities. The minutes should, therefore, contain an accurate report of the sequence of events and names of citizens who appear and are heard. In addition to the formal action of the commission, a summary of the reasoning underlying such action should be included in the minutes.
- I. **Staff Liaison:** A staff liaison is assigned to each commission. The purpose of this is to provide direct information to each commission regarding City policy and practices within its area of interest. Duties of the staff liaison are, in general, to facilitate or assist in the meetings, record

attendance, provide information and direction as requested by the commission, and to serve as a conduit for information and assignments from the City Council and the City Manager. Staff liaisons shall communicate all requests from a board or commission to the City Manager, appropriate Department Head, and the Council, as requested. It is also the responsibility of the staff liaison to inform the City Manager of any problems or issues that may arise.

The City operates under the "Plan B City Manager" form of government, in which all employees are hired and supervised by the City Manager, who in turn is responsible to the Council. Neither the Council nor any commission member has the authority to direct staff personnel. Any commission recommendations for modification of City policy and practices should be directed to the Council. The liaison will periodically inform the Chair on the members' attendance, particularly when warnings must be sent as provided in Section III.C, and copy to the City Manager to forward to the City Council.

- J. **Council Liaison(s):** Each year, at its organizational meeting, the Council shall assign one or more liaisons to each Board or Commission. The Council Liaison(s) will meet at least annually with the Board or Commission to which he or she is assigned. These meetings can serve as an informal means for the exchange of information between the Council and the Board or Commission, but all formal communication shall follow procedures as outlined in Section IV.
- K. **Subcommittees:** From time to time, the Council may appoint subcommittees of certain commissions in order that special attention be concentrated in specified areas. At the same time, the Council also wants the opinion of the commission regarding each subcommittee's recommendations.

Each subcommittee should submit any report or recommendations intended for the Council, first to the Commission for review and comment. Such review and comment should take place at the next regularly scheduled meeting of the Commission. If it does not, the report or recommendation of the subcommittee shall be forwarded to the Council without Commission consent.

The subcommittee report or recommendation, together with the commission's comments, should be submitted to the Council at its next regularly scheduled meeting. As in the case of commission presentations, a spokesperson for the subcommittee should attend the Council meeting and be prepared to make a presentation and answer questions.

The Commission is free to appoint subcommittees of their membership as the commission sees a need.

IV. Communications To and From Commissions

- A. **Council Requests to Commissions:** From time to time, the Council will refer items to commissions for recommendation. The purpose of such a referral is to assist the Council in gathering all pertinent facts and sharpening the issues. The referral will be communicated to the board or commission by the staff liaison. The Council would request a written report from each commission with regard to each such referral. The report should set forth all the pertinent facts

and detailed recommendations from the commission. The report should be submitted to the City Manager the Wednesday before the Council meeting so that it may be included in the agenda.

Any time a commission report comes before the Council, one representative of the commission should be present to make a presentation and answer questions. In the event there is a difference of opinion on the commission, a minority report may be presented in the same manner.

- B. Commission Requests to Council:** Any commission request or recommendation for Council action or legal opinion should be communicated from the staff liaison to the City Manager, giving a full explanation of the background of the matter. Along with the request, the commission should submit or refer to the pertinent portion of its minutes on the subject.

The request should be delivered to the City Manager on the Wednesday before the Council meeting. A presentation for the commission should be made by a representative from the commission. A minority report may also be presented.

- C. Communications with Those Other Than City Council:** Based upon past experience, the Council believes that there is some potential for misunderstanding regarding communications with persons and governmental units or agencies other than the City Council of Golden Valley. It is essential that members of commissions understand and observe appropriate policies and practices in this regard.

The essential principle involved is that the Council alone has the responsibility and authority to adopt the decisions, policies, and recommendations of the City of Golden Valley. The Council values the opinions and advice of its commissions and invites the communication of the same to the Council. The Council will take such opinions and advice into account in formulating the City's official position.

This method of proceeding does not preclude a commission from gathering such information as may be pertinent to its activities. Commissions are free, without prior Council approval, to gather information consistent with their annual work plan or other direction given by the Council.

The matter of distribution of information to the public is one that is not capable of specific rules of practice. In general, any such communication which purports to, or has the effect of communicating an official City position or decision, should be submitted to the Council for prior approval. Other types of communications, which are purely informational and do not involve unresolved questions of City policy, may be disseminated without prior Council approval.

Minnesota Data Practices Act

Minnesota Open Meeting Law

**Robert's Rules of Order Cheat
Sheet**

MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public. State or Federal law must specifically classify data for the government to limit access. The Act also describes government's duty to respond to data requests made by a member of the public or by the subject of the data.

WHO?

- The Data Practices Act applies to government entities in Minnesota, but does not apply to the Legislature or to the courts. Anyone can make a request to view or receive copies of government data. Public data are available to anyone for any reason, and private or non public data are available if the requestor is the subject of the data being requested. Confidential or protected non-public data are available only to those government employees who require access to it for work-related reasons.

WHEN?

- Government must respond to a request of public data within a reasonable amount of time. Government must respond to requests for data immediately or within ten business days.

HOW?

- **Step 1:** A person submits a data request to the Responsible Authority for the government entity that maintains the data. If the request is for private information, the government entity may ask for proof of identity.

Step 2: The government entity retrieves the responsive data, if it has any.

Step 3: The entity reviews the requested data. If the government entity denies access to any of the requested data, it must inform the requestor of the specific law that justifies the denial.

Step 4: The government entity provides access to the data and collects copy costs, if copies are requested.

WHAT?

- “Government data” means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Paper documents, email, CD-Roms, videotape, and computer files are all forms of “government data.”

WHY?

- The Act seeks to balance three principles: **1)** Government's need to have data to do its work; **2)** The need to maintain an accountable and transparent government; and **3)** The need to protect individual privacy rights.

HOW MUCH?

- **Government may charge limited amounts for copies.** Inspection of government records is always free. Government may never charge for the cost of separating public and not public data (i.e. redaction).

For members of the public: If the request is for 100 or fewer printed black and white pages: no more than \$0.25 per page.

For all other requests (including electronic data): Actual cost of searching and retrieving the data, and for making the copies.

For data subjects: For all requests: Only the actual cost of making the copies. Government may not charge for search and retrieval time.

OPEN MEETING LAW

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires meetings of public bodies to be open to the public. The law also identifies limited times when a public body may or must hold a closed meeting, and the requirements for doing so. The Open Meeting Law does not address administrative concerns like agendas, meeting minutes, or parliamentary procedure (such as Roberts Rules). There may be other laws public bodies have to follow that affect how they conduct their meetings.

•• WHO? ••

Public bodies: public bodies are defined in the law and included State-level public bodies and local public bodies (such as county boards, city councils, and school boards). State public bodies and local public bodies have different requirements. The law also applies to committees, subcommittees, boards, departments, or commissions of public bodies.

The public: The public has the right to attend open meetings to observe the decision-making process of its governing bodies. The Open Meeting Law does not require that public bodies allow public participation at the meetings, but it does not prohibit public participation, either.

•• WHAT? ••

A public meeting occurs whenever a quorum (majority) of the public body is present and discusses official business. There are three types of meetings: regular meetings, special meetings, and emergency meetings. A meeting or a portion of a meeting may be closed if the circumstances allow or require closure. Those meetings must be recorded (except those closed for discussions protected by attorney-client privilege).

•• WHEN? ••

Every public meeting must be properly noticed. The Open Meeting Law has different requirements for notifying the public regarding when and where meetings are to take place depending on the type of meeting to be held:

Regular meetings: Public bodies must have a schedule of regular meetings.

Special meetings: Any meeting not on the regular schedule or that takes place at a different time, date, or location, than a regular meeting requires a special meeting notice.

- The notice must include time, date, location, and purpose of the special meeting
- The public body must post the notice at least three days before the meeting
- A public body may only discuss matters related to those listed on the notice.

Emergency meetings: Special meetings in urgent circumstances do not allow for the three-day notice, such as in the event of a natural disaster. No additional notice is required, except that public bodies must make a good faith effort to notify media that have requested notice.

•• WHY? ••

The Minnesota Supreme Court has stated that the purpose of the Open Meeting Law is to:

- Prohibit public bodies from holding secret meetings where they may hide their decision making process from the public
- To allow the public to be informed
- To allow the public to present its views to their public bodies

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite



EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

6.B. Election of Officers

Prepared By

Jasy Vorachit, Administrative Assistant

Summary

The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its voting members at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Recommended Action

Motion to Approve the Election of Officers of Chair and Vice-Chair of the Community Services Commission



EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

6.C. Review Commission Bylaws

Prepared By

Jasy Vorachit, Administrative Assistant

Summary

The Commission will review these bylaws at the August meeting every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, if notice of the proposed changes and amendments is provided to each member at least ten business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.

Supporting Documents

- [CSC Bylaws.pdf](#)

BYLAWS

Community Services Commission

Article I: Purpose, Mission, and Duties

The Community Services Commission (the Commission) exists to support human service needs in the community and recommend action to the City Council regarding funding those needs. With these goals in mind, the Commission will:

- Identify the community's needs for human services.
- Develop guidelines to evaluate funding requests and allocate funds to human service organizations that meet the identified needs of the community.
- review funding requests and recommend allocating funds for community service organizations that meet the identified needs of the community
- Develop strategies for funding through charitable gambling proceeds, fundraisers, or community events.
- Encourage and enlist participation from the greater Golden Valley community.

Article II: Membership, Appointments, Terms, and Officers

A. Membership

The Commission shall consist of four regular members and one voting youth member. Regular members shall be qualified voters and residents of the City. Youth members shall be individuals 21 years old or younger, who live, work, or attend school in the City of Golden Valley, or who attend school in the Robbinsdale Area School District or the Hopkins Area School District.

B. Appointment and Terms

Appointments are made effective May 1 of each year. The Council shall appoint four regular members of the Commission for ___ year staggered terms. The Council shall appoint youth members for one-year terms at its last meeting in September of each year, effective October 1. The City Council shall appoint the members of the Commission and may fill vacancies for unexpired terms. A vacancy shall be deemed to exist if a member resigns or ceases to meet the membership requirements. Commissioners shall be subject to the term limit requirements in City Code § 2-125.

Emphasis for appointments will be based on knowledge of human service needs in the community through participation in community organizations, experience with grant application review, and evidence of personal commitment to the delivery of human and community service needs. Persons involved with agencies or groups that anticipate soliciting funds from the Commission should not seek appointment. The City Council shall appoint the members of the Commission and will fill vacancies for unexpired terms.

C. Officers

Voting Commission members shall elect officers for Chair and Vice Chair from the Commission

membership at a regularly scheduled meeting; (no later than the second meeting after August 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting for the unexpired term of said office.

Chair Responsibilities:

- Work with staff liaison to develop meeting agendas.
- Conduct and preside at all meetings in a productive and time-efficient manner.
- Ensure the Commission conducts its activities within its stated mission.
- Appoint Commissioners to subcommittees (if needed).
- Monitor and ensure the progress of the Commission.
- Report annual funding recommendations to the City Council.

Vice Chair Responsibilities:

- Perform the duties of the Chair in the absence or incapacity of the Chair.
- Perform all other duties as prescribed by the Commission.
- Report annual funding recommendations to the City Council.

Staff Liaison Responsibilities:

- Develop draft of meeting agendas for Chair review.
- Develop and distribute grant request applications for funding.
- Develop and mail annual donation request letter.
- Work with Finance Department for all budget processing and reporting of donations and distributions.
- Develop, advertise, and implement annual Run The Valley event, with proceeds going to the Community Services Commission
- Secure space and support chair at all commission meetings.
- Communicate official regularly scheduled meetings to general public.
- Prepare all grant requests for commissioner review.
- Prepare report for Chair to be presented to the City Council annually with funding recommendations.

Article III: Meetings and Attendance

Meetings

A. Regular Meetings

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting that has been posted and is open to the public.

The presence of a majority of all regular voting members (three) currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion; however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion or there is not a quorum available for the

scheduled business.

The proceedings of meeting should be conducted using standard parliamentary procedure.

The regular meeting of the Commission shall be held on the second Monday of the month at Brookview at 6:30 pm.

The Commission may, by a majority vote, change its regular meeting dates for any reason provided if proper public notice of the changed meeting is provided.

A special meeting may be called by the Chair or whenever three members request the same in writing. Staff shall give notice to each board member, at least three days prior to any special meeting, of the time, place, and purpose of the meeting. [This is repeated under C. Special Meeting below.]

General Meeting Schedule:

- January – All Commissioners attend Joint City Council/Commission meeting.
- July – This is the annual meeting, and officers are elected. Commissioners will review submitted grant applications, review scoring process, and discuss allocation procedures. Orientation and onboarding will also take place.
- September – Review scoring sheets, review grant applications, and determine if any applicants should be invited into a future meeting for an interview. Make initial recommendation for funding.
- October – Meeting held only if any grant applicants have been invited to be interviewed by Commission.
- November - Commission makes final recommendation for grant allocations to be presented to the City Council for approval.
- December – Chair and Vice Chair join staff liaison at City Council meeting for presentation and funding recommendations to the City Council for approval.

B. Annual Meeting

The Annual Meeting of the Commission shall be a regular meeting, typically the first meeting in August, at which time elections will be held.

C. Special Meeting

A special meeting may be called by the Chair or whenever three members request the same in writing. Staff shall give notice to each board member, at least three days prior to any special meeting, of the time, place, and purpose of the meeting.

Attendance

Members are expected to attend all scheduled meetings, including the annual Board and Commission Joint Meeting. Members unable to attend a meeting should contact the staff liaison, who will inform the Chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year and

send a standardized letter of warning to any member who has missed:

- two consecutive or three total meetings

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances (other than health circumstances) prevent the member from committing to consistently attend future meetings, the member may be asked to step down. If the member's attendance does not improve after receiving a warning, the Council may take action to remove the member.

Article IV: Rules

A. Agency Selection

The Commission will make funding recommendations to the City Council based on the applications and presentations (if needed) provided by agencies making funding requests. Only agencies that meet the standards and criteria set by the Commission will be eligible for selection. All agency selections by the Commission are subject to approval by City Council.

B. Eligibility Criteria

To be eligible to receive funds, applicants must:

- use the funds for a program, project, or service that contributes to the City of Golden Valley and serves clients located in the City of Golden Valley in times of crisis or need
- use the funds for programs, projects, or services that cannot be duplicated by a level of government
- Use the funds for programs, projects, or services that include cooperation or collaboration between organizations
- have operated and delivered services consistently for a minimum of one year, evidenced by an established record of meaningful service use levels and adequate support through financial and/or volunteer contributions
- operate on a non-discriminatory basis, according to federal and state laws or Golden Valley ordinances, as appropriate according to the jurisdiction consistent with the applicant's service area except as provided below
- demonstrate that administrative, management, general, and fundraising costs do not exceed 15 percent of revenue in any year for which the applicant has received funding from the Commission without special Commission review (Whenever administrative management, general costs, and fundraising costs exceed 15 percent for a potential applicant, the Commission shall conduct a special review to determine the appropriateness of the particular circumstances which resulted in these costs exceeding 15 percent. If the Commission wishes to allocate funds to an organization after completing the special review, the Commission, together with the applicant, shall agree upon a strategy for reducing these costs within the following fiscal year.)
- submit the appropriate application materials by the established deadline

C. Use of Funds & Minimum Fund Balance

a. Minimum Fund Balance

Each October, the City Finance Director will work with staff liaison to calculate the annual Minimum Fund Balance, which shall be equal to one and one-half times the

actual operating expenses of the previous calendar year (January 1 through December 31). For purposes of this paragraph, operating expenses means all approved allocations and all Commission costs and expenses related to fundraising from the previous calendar year. Allocation recommendations shall be made so the balance of the fund at the end of each year is greater than or equal to the annually adjusted Minimum Fund Balance.

b. Use of Funds

The Commission may make allocation recommendations to the City Council provided the following requirements are met:

- Each recommended recipient is 501(c)(3) human services agencies whose request meet the criteria of “lawful purpose” pursuant to Min State Statute 349.12, sub-25. Furthermore, funds may be limited to certain groups based on public purpose expenditure rules.
- Each recommended recipient agrees to not use the funds for salaries, general operating expenses or capital projects, an individual or individuals, or any organization licensed in the City for lawful gambling operations.
- Each recommended recipient meets all the eligibility criteria in Article IV, paragraph B.
- The Minimum Fund Balance requirements of this section are met or will be met by December 31 of the calendar year.

All allocation recommendations are subject to approval by the City Council.

D. Emergency Allocation Recommendations

During a local emergency, the Commission may make emergency allocation recommendations to the City Council for consideration provided all the following criteria have been met:

- the city has declared a local emergency.
- the recommended recipients meet all the eligibility criteria in Article IV, paragraphs B and C above.
- the recommended recipients use the funds to provide services that are related to mitigating the effects of the local emergency.
- The Minimum Fund Balance requirements of Article IV, paragraph C above are or will be met by the end of the calendar year, or the Council has approved an exception to those requirements (The Council may only approve an exception to the Minimum Fund Balance requirements for emergency allocations, and the Minimum Fund Balance must be restored no later than December 31 of the calendar year following the year in which the emergency allocation is made.)

The staff liaison working with the Commission shall verify that these criteria have been met; however, because time is of the essence during local emergencies, the Commission may make recommendations pursuant to this paragraph without requiring agencies to submit application materials.

Recommendations made pursuant to this paragraph shall be approved by the Council.

E. Recordkeeping

All minutes and resolutions shall be in writing and shall be kept in accordance with City

procedures, Minnesota Statute and Rules regarding preservation of public records, and the Minnesota Data Privacy Act.

Reports

a. Annual Allocation Report

By the last regular council meeting of December of each year the Commission and staff liaison shall report fundraising totals and Minimum Fund Balance for the current year as well as fund allocation recommendations for the following calendar year.

b. Special Reports

The Commission may make special reports to the Council to consider emergency requests or adjustments because of revenue shortfalls, but the Commission must justify the need outside the parameters of the annual allocation report.

c. Performance of Duties

Commissioners are expected to adequately prepare for and attend meetings.

Commissioners unable to complete an assigned task should notify the Commission Chair and staff liaison as soon as possible.

The Commission may ask the City Council to review a Commissioner's appointment based upon its assessment of significant non-performance of duties.

Article V: Amendments and Revisions

The Commission will review these bylaws at the August meeting every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, if notice of the proposed changes and amendments is provided to each member at least ten business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.



EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

6.D. Budget Review

Prepared By

Jasy Vorachit, Administrative Assistant

Supporting Documents

- [CSC Budget Review.pdf](#)

City of Golden Valley
Monthly Budget Report - Community Services Commission
Through June 30, 2025

	2025 Budget	June YTD Actual	Remaining Budget	% Budget Spent
Revenue				
Pull Tab (10%) Revenues	\$ 42,500	\$ 19,118	\$ 23,382	45.0%
Fundraisers	16,000	9,340	6,660	58.4%
Interest on Investments	-	-	-	0.0%
Total Revenue	58,500	28,458	30,042	48.6%
Expenses				
Supplies	8,000	3,733	4,268	46.7%
Allocations	50,500	49,000	1,500	97.0% (1)
Total Expenses	\$ 58,500	\$ 52,733	\$ 5,768	90.1%
Fund Balance				
2023 Audited Ending Fund Balance	\$ 162,414			
2024 Increase/(Decrease) to Fund Balance (Unaudited)	(583)			
2025 Beginning Fund Balance	161,831			
2025 Projected Change in Fund Balance	1,500			



EXECUTIVE SUMMARY

Parks & Recreation

763-512-2345 / 763-512-2344 (fax)

Golden Valley Community Services Commission Meeting

July 21, 2025

Agenda Item

6.E. Allocation Process Review

Prepared By

Jasy Vorachit, Administrative Assistant

Supporting Documents

- [CSC Allocation Packet 2025.pdf](#)

2026



Allocation Packet

due July 31, 2025



CSC Providing A Hand Up

The Golden Valley Community Services Commission (GVCSC), appointed by the City Council, is a volunteer board comprised of citizens-at-large, community and business members, and one City Council member. Each year, this board of citizen volunteers reviews funding requests from local human service organizations and allocates 100 percent of the funding raised by the GVCSC (see Fundraising on page 4).

Mission

Identify the community's needs for human services.

Develop guidelines to evaluate funding requests and allocate funds to human service organizations that meet the identified needs of the community.

Determine funds needed and strategies to provide funding through charitable gambling proceeds, fundraisers, or community events.

Encourage and enlist participation from the greater Golden Valley community.

Guidelines For Funding

- The service provided is for Golden Valley residents at a time of crisis or need.
- The services must not be duplicated by a level of government.
- The service must include cooperation or collaboration between organizations.
- The organization should use the funds granted by the GVCSC to serve Golden Valley citizens.
- Funding shall be granted to human service organizations and not to an individual or individuals.
- Funding will not be granted to any organization licensed in the City for lawful gambling operations.
- Funding is not intended to be used for salaries or general operating expenses.

Each organization that requests money must fill out an application, send in the required documents asked for by the GVCSC, and be available to present the application information to GVCSC members at the October meeting, if needed. In 2025, the meeting date is Monday, October 13.

The GVCSC is happy to be able to help your organization financially and would appreciate your help in volunteering your time at any of our fundraisers.



GVCSG Funding Standards

To receive funding from the GVCSC, applicants must:

- provide a program, project, or service that contributes to the City of Golden Valley and serves clients located in the City of Golden Valley
- be incorporated as a non-profit organization
- have operated and delivered services consistently for a minimum of one year, evidenced by an established record of meaningful service utilization levels and adequate support through financial and/or volunteer contributions
- operate on a non-discriminatory basis, according to federal, state, or Golden Valley ordinances, as appropriate according to the jurisdiction consistent with the applicant's service area
- demonstrate that administrative management, general, and fundraising costs do not exceed 15 percent of revenue in any year for which the applicant has received funding from GVCSC without special GVCSC review and concurrence in the appropriateness of the particular unique circumstances which resulted in these costs exceeding 15 percent; and GVCSC together with the applicant agree upon a strategy for reducing these costs within the following fiscal year. Whenever applicant management, general, and fundraising costs exceed 15 percent, applicant representatives must justify to GVCSC.

Required Documents

All applicants must submit **8 copies** each of the:

- GVCSC Application for Funding
- Minnesota Common Grant Application Form (download at www.mcf.org/mcf/grant/applicat.htm#Form)

In addition, all applicants must submit **one copy** of the following organizational documents:

- letter of determination of tax exempt status under Section 501(c)(3) of the Internal Revenue Code filed by the applicant
- articles of incorporation
- constitution and bylaws
- approved operating budget (including revenue and expenses)
- Affirmative Action policy
- most recent annual IRS Report #990 on Report of Organization Exempt From Income Tax
- most recent annual Charitable Organization Finance Statements filed with the appropriate State of Minnesota Agency or Office of Attorney General
- most recent annual certified total audit (organizations that are not required to submit an audited financial statement to the State of Minnesota may submit an audited balance sheet)

If all documents and copies are not included, submission may be withheld.

Please direct all information or questions to:

Brian Erickson, GVCSC Staff Liaison
 City of Golden Valley
 316 Brookview Parkway S
 Golden Valley, MN 55426
 763-512-2366
berickson@goldenvalleymn.gov



GVCSC Fundraising

The Golden Valley Community Services Commission (GVCSC) raises funds by hosting *Run The Valley* in April and soliciting support from the community through the annual CSC solicitation letter. The GVCSC also receives 10 percent of the pull tab monies collected in the city.

Run The Valley

Run The Valley, the GVCSC's annual 5K/10K race, 5K walk, and kids fun run, has become a successful fundraiser and a popular community activity. Starting at Brookview, the race/walk winds through residential Golden Valley. The 2025 event was held April 26, drew 174 runners and walkers, and raised almost \$10,000.



Participating businesses for 2025 were the City of Golden Valley, Lunds & Byerlys-Golden Valley, and Westopolis (Gold); Bassett Creek Dental (silver); CCX Media, General Mills, Go Health Chiropractic, Funner Brothers, and Waxing The City (Other Participating Businesses).

Participants received a t-shirt and commemorative medallions were awarded to the top male and female runners in each age group for both the 5K and 10K runners

Golden Valley Community Services Commission

Application for Funding 2026 due July 31, 2025



Name of Agency/Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Contact Person _____

Contact Person Title _____ Contact Email _____

What other funding sources provided money to your agency/organization for the last three years?

Briefly describe how the GVCSC funds will be used by your organization (ie, program or service, etc).

How many communities does your organization serve? Please list, and provide the number of clients for each community served in 2024?

Describe how **Golden Valley residents** directly benefit from the project/services you provide.

Describe the scope of services to **Golden Valley residents** your organization provides in a year (eg, the number of households served and the number of times on average a household receives help in a year).

If you received funds from the GVCSC for 2024, how were the funds used by your organization?

If you do not receive funds from the GVCSC for 2026, how would this affect your program?

Are you aware of any other agencies providing this project/services to **Golden Valley** residents?

☐ No ☐ Yes

If yes, explain why they are not fulfilling the current needs:

Signature _____

Date _____

Title _____



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