

**MINUTES  
OF THE WORK SESSION OF THE  
EDINA CITY COUNCIL  
HELD AT CITY HALL  
JANUARY 4, 2017  
5:32 P.M.**

Mayor Hovland called the work session of the Edina City Council to order at 5:32 p.m.

***ROLL CALL***

Answering roll call was: Members Brindle, Staunton, Stewart, Member Elect Fischer, and Mayor Hovland.

Edina City Staff attending the meeting: Jennifer Bennerotte, Communication & Technology Services Director; Scott Denfeld, Video Production Coordinator; Kelly Dumais, City Manager Fellow; Ann Kattreh, Park & Recreation Director; Debra Mangen, City Clerk; Scott Neal, City Manager; Lisa Schaefer, Assistant City Manager; and Cary Teague, Community Development Director.

***FRED RICHARD PARK MASTER PLANNING PROCESS***

Parks & Recreation Director Kattreh introduced Terry Minarik and Brad Aldrich from Confluence who provided an update on the Fred Richards Park Master Planning Process. They outlined the VISION Plan, proposed schedule, the water delineation of the site, flood management possibilities and public engagement process for the planning process. Council gave feedback on public input, what concepts might be considered, importance of adjacency to Regional Trail, desire to include more stakeholders and the Park Board's involvement in the process.

***ADMINISTRATIVE PROCEDURES: BOARDS & COMMISSIONS***

Assistant City Manager Schaefer presented the Communication's Department's report regarding the viewership of the videotaped Boards and Commissions. Director Bennerotte and Coordinator Denfeld added details on the number of viewers for each meeting in relation to staff hours. Staff and Council discussed which meetings would be videotaped in the future. In 2017 all Planning Commission and City Council meetings will be videotaped, with the other Boards continuing to be audiotaped. The Communication Department will review the metrics after six months.

In addition, Assistant City Manager Schaefer presented some possible changes to Boards and Commission's policies. The conversation included the number of members on various board, in particular the School Board Member of the Park Board, possible name change for the Park Board and the possibility of removing the attendance requirement for joint work sessions with the City Council. Council directed staff to work with the School District to determine the best practice for keeping open communication between the two organizations (perhaps a school district staff liaison), the Park Board should opine on any possible name change and staff should prepare any necessary code change to change the attendance requirement at work session.

***ADMINISTRATIVE PROCEDURES: UPDATE CITY POLICIES***

Assistant City Manager Schaefer reviewed possible changes to the Neighborhood Policy approved in 2013 and the Video Production Policy approved in 2009. Project Coordinator Lamon explained

items that would improve accessibility for neighborhoods desiring to register. Neighborhood boundaries were discussed as well as the importance of good communication with the Neighborhoods.

Assistant City Manager Schaefer noted the changes proposed for the Video Production Policy were technical in nature.

**ADMINISTRATIVE PROCEDURES: COUNCIL CORRESPONDENCE PRACTICES**

Assistant City Manager Schaefer reviewed the current practices in place for correspondence in the City Council packet: correspondence received through Edina Mail and addressed to all the City Council and paper mail addressed to all City Council members are included in the "Correspondence" in the Council's packet. Council confirmed they understood this practice and consensus was to leave the practice in place.

**ADJOURNMENT**

Mayor Hovland adjourned the meeting at 6:58 p.m.

Respectfully submitted,

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Debra A. Mangen, City Clerk

Minutes approved by Edina City Council, January 18, 2017.

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James B. Hovland, Mayor