

**Agenda**  
**Race and Equity Facilities Working Group**  
**City of Edina, Minnesota**  
**Mayor's Conference Room**

**Monday, July 24, 2017**  
**5:30 PM**

- I. Call To Order
- II. Attendance
- III. Approval Of Meeting Agenda
- IV. Approval Of Meeting Minutes
  - a. Meeting Minutes: June 19 2017
- V. Ice Breaker
- VI. Discussion Items
  - a. Meeting Guidelines
  - b. Task Force Update
  - c. Facility Site Visits
  - d. Next Meeting
- VII. Adjournment

The City of Edina wants all residents to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.



## CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

[www.edinamn.gov](http://www.edinamn.gov)

**Date:** July 24, 2017

**Agenda Item #:** IV.a.

**To:** Members

**Item Type:**

Minutes

**From:** Chante Mitchell, City Management Fellow

**Item Activity:**

**Subject:** Meeting Minutes: June 19 2017

Action

---

### **ACTION REQUESTED:**

Approval the Facilities Working Group's June 19, 2017 meeting minutes.

### **INTRODUCTION:**

### **ATTACHMENTS:**

June 19th Meeting Minutes



Minutes  
City Of Edina, Minnesota  
Race and Equity **Facilities Working Group**  
City Hall, Mayors Conference Room  
June 19<sup>th</sup>, 2017 6:00 PM

I. Call To Order

**Project Coordinator, MJ Lamon called the meeting to order at 6:04 p.m.**

The Services and Facilities working group met as one group to receive an introduction of Citizens League team member Sean Kershaw. Members of both working groups received a copy of the Citizens League proposal. Following Sean's introduction, the working group started their regular meeting.

II. Attendance

Members in attendance were Chair Burke, Co-Chair Brito Sifferlin, Members Bigbee, Yoshinari Davis, Beitel, Silver

Absent Members: Godinez, Edelson

Late Arrivals: Hasanali

Staff Present: Project Coordinator MJ Lamon and City Management Fellow Chante Mitchell

III. Approval Of Meeting Agenda

**Motion by Bigbee to approve the June 19<sup>th</sup>, 2017 meeting agenda. Motion seconded by Beitel. Motion carried.**

IV. Approval Of Meeting Minutes

**Motion by Bigbee to approve the May 8<sup>th</sup>, 2017 minutes. Motion seconded by Yoshinari Davis. Motion carried.**

V. Discussion Items

A. Ice Breaker

The working group members participated in an ice breaker to get to know each other.

B. Task Force Update

- Project Coordinator, MJ Lamon provided task force meeting dates to the group. The Task Force co-chairs, Edina Team, and Citizens Team will be meeting on July 6.
- The Task Force will then meet on July 10.
- Members discussed developing a tool for assessing facilities. Lamon will follow up with Citizens League to see if they have knowledge of a tool.
- Member's general consensus for prioritizing facilities was to select the facilities with the highest traffic which would include the enterprise facilities: Braemar Golf Course/Dome, Art Center, Braemar Arena/Field, Aquatic Center, Edinborough Park, and Centennial Lakes.

C. Meeting Schedule

- July 24<sup>th</sup> 5:30- 7:00pm
- August 21<sup>st</sup> 5:30- 7:00pm

VI. Adjournment

**Motion by Bigbee to adjourn the meeting at 7:00 p.m. Motion seconded by Hasanali.  
Motion carried.**



## CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

[www.edinamn.gov](http://www.edinamn.gov)

**Date:** July 24, 2017

**Agenda Item #:** V.b.

**To:** Members

**Item Type:**

Report / Recommendation

**From:** Chante Mitchell, City Management Fellow

**Item Activity:**

**Subject:** Task Force Update

Discussion

---

### ACTION REQUESTED:

None

### INTRODUCTION:

The Task Force met with Citizens League at their July 10 Task Force meeting. The working group's task force representative(s) will provide an update on the meeting with Citizens League and review the attached framework as provided by Citizens League.

### ATTACHMENTS:

Framework

# Edina Race & Equity Task Force

## Purpose

Make recommendations on policies, practices and strategies for the City of Edina to address, identify and eliminate racial disparities.

## What

### Project Scope of Work

- Identify race-based disparities in Edina's city government, facilities, services, and institutions.
- Propose remedies and solutions to the city government policies and operating practices that are creating the disparities.
- Encourage stronger connection and sense of belonging to and in the City of Edina to ensure that Edina is a welcoming community for all people.

## How

### Framework and Approach

The framework we are using to approach the above project scope of work is the Orange Method (OM), created by Dr. Joi Lewis. The framework is an iterative process of inquiry that promotes transformation of self and systems grounded in radical leadership, radical hospitality and radical self-care.

## Outcomes

### Learning Objectives for the Edina Community

- Create brave space + self-reflection + establish common ground = provide opportunities to increase trust
- Re-affirm Edina's commitment to social justice and liberation in the context of city and community structure and change
- Increase a sense of belonging through reconnecting with self and others

## Facilitation Approach for the Work

A mix-method model facilitation approach will be used in working with the Task Force and the community, grounded in the context of the history and contemporary narrative of the City of Edina and the U.S. in the context of world. This approach will build capacity for the City of Edina to be a more culturally responsive organization internally and externally.

## Community Learning Guidelines

### BE...

- Open and honest
- Open to new and different experiences

### SAY...

- Speak from personal experience - Use "I" statements
- "Step Up" or "Step Back" – Share air time
- Name if you feel triggered
- Say: "Oops!" and "Ouch"

### DO...

- Participate fully (at your own comfort level)
- Trust that through dialogue we will reach deeper levels of understanding and acceptance
- Listen respectfully
- Take Risks: Lean into discomfort
- Respect and maintain confidentiality
- Note and name group dynamics in the moment

## Grounding Phase

The City of Edina and the Task Force initiated the following steps in launching this effort:

- City Council solicited nominations for the Task Force and selected Task Force members
- Task Force convened for orientation/formation
- Task Force Working Groups convened for orientation/formation
- Task Force selected and hired a facilitator

Deliverables/Outcomes:

Task Group formed | Facilitator hired

Working Group listening session held

Timing: January – July

## Phase 1: Assess

*What are some of the race-based disparities in the Edina City Government?*

One-on-one meetings, small group discussions with:

- Race & Equity Task Force and the Working Groups members
- City Council members
- the City Manager and staff
- Task Force meetings
- Working Group meetings
- Co-Chairs
- members from the GARE team
- members of the broader Edina community

Deliverables/Outcomes:

Synthesis of Themes | Talking Points

Timing: May – August 2017

## Phase 2: Plan

Pursuing Community Conversation Design, Strategy, and Methodology

A series of facilitated race-based discussions led by Dr. Joi Lewis and OMies and the Race & Equity Task Force, using the Orange Method (OM) created by Dr. Joi Lewis.

Deliverables/Outcomes:

Synthesis of Community Input | Talking Points

Prioritized Data Requests for the City

Timing: August – September 2017

## Phase 3: Act

Creating Action for Impact

Assist the City of Edina in facilitating and leading a process to compile the prioritized list of desired outcomes (elicited from the one-on-one meetings and community dialogues).

Deliverables/Outcomes :

Talking Points and Action Plan

Timing: September - November 2017

## Phase 4: Evaluate

Measuring and Reporting Our Work

We will compile and review all evaluation activities to gauge progress in meeting objectives and achieving process and outcome measures. We will identify long-term outcomes and measures that can be tracked over time as part of ongoing continuous improvement and accountability efforts for the City.

Deliverables/Outcomes:

Talking Points and a Project Report

Timing: December 2017 – March 2018

## Race & Equity Task Force



The CITY of  
**EDINA**

**Plan to Meet  
Scope of Work**

# Additional Detail and Overall Timeline for Phase 1 (Assess): May – August 2017

One-on-one meetings will begin with the Race & Equity Task Force members. They will be given an online link the week of July 10 to begin signing up for 1-hour slots for the period July 17-31.

## Race & Equity Task Force

- May 15 Task Force Meeting
- June 12 Task Force Meeting
- July 6 Co-Chair Prep Meeting
- July 10 Task Force Meeting
- **July 17-31 one-on-one Meetings**

**One-on-one meeting schedule:  
July 17-31**

One-on-one and/or small group meetings will take place with Working Group members August 1-20. Chairs and members will be given an online link the week of July 17 to begin signing up for 1-hour slots.

## Working Groups

- June 13 Institutions
- June 19 Facilities and Services
- July 11 Institutions
- July 17 Services
- July 24 Facilities
- **August 1-20 one-on-one/small groups**

**One-on-one/small group schedule:  
August 1-20**

One-on-one and/or small group meetings will take place with city staff, GARE, and broader community members August 14-20. The schedule will overlap with Working Group schedule. Staff and GARE members will be given an online link the week of July 24 to sign up for timeslots. For broader community, we will use different invitations/engagements strategies.

## Staff & Community

- City Council
- Mayor, City Manager, other staff
- GARE
- Members of broader community
- **August 14-31 one-on-one/small groups**

**One-on-one/small group schedule:  
August 14-31**

**Goal:** Key themes of race-based disparities emerge from across the community

**Deliverables/Outcomes:** Synthesis of themes and talking points for Phase 1





## CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

[www.edinamn.gov](http://www.edinamn.gov)

**Date:** July 24, 2017

**Agenda Item #:** V.c.

**To:** Members

**Item Type:**

Other

**From:** MJ Lamon, Project Coordinator

**Item Activity:**

**Subject:** Facility Site Visits

Discussion

---

### ACTION REQUESTED:

None.

### INTRODUCTION:

The working group will review the most recent inventory list developed after the last meeting; and talk about the opportunity to do site visits between now and the September working group meeting.

### ATTACHMENTS:

Inventory List Updated July 2017

High Level Grouping		Inventory Item	Description	Priority H, M, L	WG Lead
Enterprise Facilities (9)	1	Edinburgh Park	<a href="http://edinamn.gov/index.php?section=parks_landin">http://edinamn.gov/index.php?section=parks_landin</a>	H	
	2	Aquatic Center	Park Building (Cornelia Pool)	H	
	3	Braemar Golf Course		H	
		Braemar Golf Range Braemar Maintenance Building			
	4	Braemar Golf Dome		H	
	5	Braemar Arena		H	
	6	Braemar Field		H	
	7	Senior Center		H	
	8	Centennial Lakes		H	
	9	Art Center		H	
<a href="http://edinamn.gov/index.php?section=parks_facilities_stuff">http://edinamn.gov/index.php?section=parks_facilities_stuff</a>					
Neighborhood	10	Alden Park	Park buidling		
	11	Arden Park	Park buidling		
	12	Birchcrest Park			
	13	Braemar Park			
	14	Bredesen Park			
	15	Browndale park			
	16	Chowen Park	Park buidling		
	17	Cornelia School Park	Park buidling		
	18	Countryside Park	Park buidling		
	19	Courtney Fields at Braemar Park	Park buidling		
	20	Creek Valley School Park	Park buidling		
	21	Fox Meadow Park			
	22	Frank Tupa Park			
	23	Garden Park	Comfort Stations		
	24	Grandview Square Park			
	25	Heights Park			
	26	Highlands Park	Park buidling		
	27	Kojetin Park			

<b>Neighborhood Parks (38)</b>	<b>28</b>	Lake Edina Park			
	<b>29</b>	Lewis Park	Park buidling		
	<b>30</b>	McGuire Park			
	<b>31</b>	Melody Lake Park			
	<b>32</b>	Normandale Park	Park buidling		
	<b>33</b>	Pamela Park	Park buidling		
	<b>34</b>	Rosland Park			
	<b>35</b>	Sherwood Park			
	<b>36</b>	St. Johns Park			
	<b>37</b>	Strachauer Park	Park buidling		
	<b>38</b>	Tingdale Park			
	<b>39</b>	Todd Park	Park buidling		
	<b>40</b>	Utley Park			
	<b>41</b>	Van Valkenburg Park	Park buidling		
	<b>42</b>	Walnut Rdige Park	Park buidling		
	<b>43</b>	Weber Park	Park buidling		
	<b>44</b>	Williams Park			
	<b>45</b>	Wooddale Park			
	<b>46</b>	York Park			
	<b>47</b>	Yortown Park			
<b>Public Offices</b>	<b>48</b>	City Hall			
	<b>49</b>	Fire Station #1			
	<b>50</b>	Fire Station #2			
	<b>51</b>	Public Works			
<b>Liquor Stores</b>	<b>52</b>	Southdale			
	<b>53</b>	Grandview			
	<b>54</b>	50th and France			
<b>Misc</b>	<b>55</b>	Pumping Stations (18)			
	<b>56</b>	Water Tower (4)			

**As discussed by the WG on May 8, 2017, the following items could be included in the assessment of facilities:**

**Priority**

- 1** Wall artwork
- 2** Diversity of Staff and hiring policies
- 3** Décor
- 4** Food
- 5** Access to public transportation
- 6** Cultural holidays celebrated / acknowledged by facility (for example Christmas Décor, but are other holidays represented)
- 7** Fee structures (are there sliding fees)
- 8** Facility promotion
- 9** Operating Hours
- 10** Welcoming



## CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

[www.edinamn.gov](http://www.edinamn.gov)

**Date:** July 24, 2017

**Agenda Item #:** V.d.

**To:** Members

**Item Type:**

Other

**From:** Chante Mitchell, City Management Fellow

**Item Activity:**

**Subject:** Next Meeting

Discussion

---

### ACTION REQUESTED:

Motion to approve meeting dates from September 2017 to March 2018.

### INTRODUCTION:

All Race & Equity Working Groups will meet together on August 21, 2017, from 5:00pm-8:00pm at Edina Public works, 7450 Metro Blvd. Citizens League will be facilitating the August 21 meeting.

The following dates are being proposed for the Facilities Working Group through March of 2018:

- September 18, 2017
- October 16, 2017
- November 27, 2017
- December 18, 2017
- January 22, 2018
- February 12, 2018
- March 19, 2018