



MINUTES OF THE REGULAR MEETING OF THE EDINA CONSTRUCTION BOARD

Tuesday, March 22, 2011, 7:30 AM
City of Edina Community Room
4801 50th Street West, Edina, MN

Members Present: Eric Strobel, Sean Wenham, Tom Gump

Members Absent: Ed Schwartzbauer, Peter Simpson

Staff Present: Steve Kirchman, Jackie Onischuk

Proceedings started with Steve Kirchman, Edina Chief Building Official stating that he is the City liaison and cannot conduct the meeting. He suggested that either Member Gump or Member Wenham, who are the longest serving members, conduct the meeting until a new chairperson is elected.

Member Gump accepted the role as Acting Chair and called the Edina Construction Board of Appeals meeting to order on March 22, at 7:30 AM.

I. APPROVAL OF THE MINUTES:

Acting Chair Gump decided to dispense the approval of minutes since no prior minutes for approval were present due to timeline of the last meeting.

II. Community Comment:

None

III. New Business

A. Introduction of New Board Member

Acting Chair Gump welcomed one new board member, Eric Strobel, and noted that all board members are residents of Edina.

B. Elect a Chair and Vice Chair

Election of Chair:

Member Strobel nominated Member Gump; Member Wenham seconded the nomination; all voted aye; motion carried.

Election of Vice Chair:

Member Strobel nominated Member Wenham; Chair Gump seconded the nomination; all voted aye; motion carried.

C. Set Meeting Dates

Chief Building Official Kirchman explained the current Edina City Code states the CBA meets on an as-needed basis. Newly adopted Edina City Code, Section 15 states boards and commissions shall meet at a fixed time on a fixed date. The City Attorney opined the CBA could continue to meet on an as-needed basis, if desired. Kirchman inquired if the CBA was interested having fixed meetings once or twice a year with one meeting in March. Board and commission appointments are usually made by the beginning of March, offering an opportunity to meet new members.

Chair Gump suggested one fixed annual meeting to follow on the morning of the day after the Boards and Commissions Annual Meeting. It's easy to remember and in the month suggested. CBA should also continue to meet on an as-needed basis.

Member Strobel motioned to accept Chair Gump's proposal; Vice Chair Wenham seconded; all voted aye; motion carried.

Following discussion, an amendment was made by Chair Gump to set a fixed date of the 3rd Tuesday of each March at 7:30 AM and other meetings as-needed to be held in the Community Room. Vice Chair Wenham seconded amended motion; all voted aye; motion carried.

D. Filming City Meeting Discussion

Chief Building Official Kirchman noted City Council meetings and some City Board and Commission meetings are filmed for TV broadcast. Some Boards and Commissions have shown a desire to have their meetings filmed and others are opposed. City staff is developing a policy regarding filming of Board and Commission meetings to be presented to City Council. A copy of the e-mail on this subject from the City Manager is in the packet. It's likely the policy may allow each Board or Commission to opt in or out of filming. All Boards and Commissions are required to keep and publish minutes of meetings.

Discussion followed. Member Strobel commented on the importance of meeting records and questions challenges of the records.

Chief Building Official Kirchman stated the minutes were legal documentation of meetings. It's not known if the minutes or video are the official record. City staff currently saves audio tapes of the meetings in addition to draft and approved minutes. The CBA was asked for input on a policy, not for a decision about filming meetings.

Vice Chair Wenham mentioned concerns on the cost of filming, meeting space availability, staffing for Boards and Commissions and opined an audio record would be as useful as video in most situations.

Member Strobel discussed storage, time and cost spent on retrieval, and reproduction of audio and video records. He also mentioned possible records retention issues.

The Construction Board of Appeals membership consensus is video records of their meetings are not necessary.

IV OLD BUSINESS:

No old business.

V CORRESPONDENCE AND PETITIONS:

No correspondence or petitions received.

V BOARD COMMENTS:

None

VI STAFF COMMENTS

- Chief Building Official Kirchman is currently in the process of revising Planning Commission bylaws to apply to the CBA. Proposed bylaws will be emailed to CBA members for review prior to consideration at the next meeting.
- Chief Building Official Kirchman talked about the possibility of future adoption of green codes. The CBA is tasked with reviewing codes and making recommendations to the City Council. Green codes have been developed on a national level for commercial buildings and for residential structures. The City can only adopt the codes adopted by the State. It's believed the State will adopt green codes and permit optional city adoption. This may occur in 2013. It's likely green codes will be able to be adopted with options. Green code adoption and optional provisions adoption will require discussions and recommendations by CBA and probably the Energy and Environment Commission. Options would

allow the code to be tailored to fit each adopting city. Training will be available on the green codes prior to CBA discussion. Staff will keep the CBA posted as developments occur.

- Chief Building Official Kirchman indicated an RSVP is required for a City Council joint meeting with all Board and Commission Chairs. The email invitation will be forwarded to Chair Gump.

VIII ADJOURNMENT

Chair Gump asked for a motion for adjournment; Vice Chair Wenham motioned for adjournment and Member Strobel seconded; all voted aye; motion carried. Adjournment at 8:10 AM.

Respectively submitted

Jackie Onischuk
Support Staff