

**MINUTES
OF THE WORK SESSION OF THE
EDINA CITY COUNCIL
HELD AT CITY HALL
JANUARY 4, 2011
5:10 P.M.**

Mayor Hovland called the meeting to order at 5:10 p.m. in the Community Room of City Hall. Answering rollcall were Members Brindle, Swenson, Member-elect Sprague and Mayor Hovland. Member Bennett entered the meeting at 5:10 p.m.

Staff attending the meeting included: Scott Neal, City Manager; Ceil Smith, Assistant to the City Manager; and Debra Mangen, City Clerk.

Mayor Hovland said the purpose of the meeting was to discuss the City's advisory boards and commissions.

Manager Neal briefly reviewed Edina Code Section 180 which outlined the attendance policy pertaining to City's advisory boards and commissions. He noted the following "removal clause" had caused some questions and concerns:

"180.02 Removal. Any member of a board, commission or committee established by the City Code who fails to attend three consecutive meetings, whether regular or special, or who fails to attend at least 75% of the scheduled meetings in any calendar year, whether regular or special, shall be deemed to have resigned as a member of the board, commission or committee. The requirement of this subsection shall not apply to attendance at meetings of committees or subcommittees including committees of the whole, established by a board, commission or committee."

The Council discussed the process for removal from an advisory board or commission due to attendance. Issues reviewed included:

- "Committee of the Whole" exemption from the attendance requirement
- Partial committee or sub working groups were exempt from the attendance requirement
- Vagueness of meaning of "special" meeting
- Concern with a member not making attendance requirement due to "special" meetings when they attended all regularly-scheduled meetings
- Should reappointment provisions be added to code
- Possible code amendment removing three meetings in a row, but keeping 75% annual attendance
- Possible survey of boards and commissions to ascertain what special meetings have been held in the last three years, and had difficulty with obtaining quorums been experienced; what were the topics covered at the special meetings, and were actions taken by the board or commission at the special meetings
- Should there be a City Council case by case review
- Desire to treat all members equitably
- Definition of "Joint City Council Work Session" differing from "Special Meeting"
- Attendance by remote (audio or video conference) at regular meetings

The Council also discussed the possible elimination of dual membership from its advisory boards and commissions. Their consensus was to amend the City Code deleting the Planning Commission dual memberships on: Heritage Preservation Board, Energy & Environment Commission and Edina Transportation Commission.

The Council indicated their intention to bring together all the chairs from their advisory boards and commissions in a joint work session with the Council in early 2011. It was thought that at this session the roles of various boards and commissions can be reviewed and clarified.

Minutes – Work Session/Edina City Council/January 4, 2011

Staff was directed to prepare an amendment to the City Code incorporating all the advisory boards and commissions into one section, incorporating portions of the City of Bloomington’s code regarding advisory boards and commissions, and eliminating the dual memberships from Planning Commission. This would require adjusting the memberships to the various boards served by Planning Commissioners. Further research will be completed into the possible remote participation at meetings and the possibility of capturing the audio from work sessions.

Mayor Hovland adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Debra A. Mangen, City Clerk

Minutes approved by Edina City Council, January 18, 2011

James B. Hovland, Mayor