

CITY COUNCIL WORK SESSION – AGENDA #13

If you need these materials in an alternative format or need reasonable accommodations for a City Council meeting, please provide the City with 72-hours' notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.
Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Our Brooklyn Park 2025 Goals:

• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader

- A. CALL TO ORDER – Mayor Hollies Winston**
- B. GENERAL INFORMATION**
None
- C. DISCUSSION ITEMS/GENERAL ACTION ITEMS – These items will be discussion items but the City Council may act upon them during the course of the meeting.**
 - C.1** Newspaper Designation
 - C.2** Holiday Conversation
 - C.3** Assessing Valuation Process Overview
 - A.** ASSESSOR'S REPORT
 - C.4** Discussion on Environmental Health Code Inspection Priorities
 - C.5** Culture of Efficiency in Council/EDA meetings
- D. VERBAL REPORTS AND ANNOUNCEMENTS**
 - D.1 COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**
 - D.2 CITY MANAGER REPORTS AND ANNOUNCEMENTS**
- E. ADJOURNMENT**

City of Brooklyn Park Council Work Session

Meeting Date:	April 3, 2023	Originating Department:	Administration
Agenda Item:	C.1	Prepared By:	Risikat Adesaogun, Communications Manager
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Risikat Adesaogun
Item:	Newspaper Designation		

Summary:

Minnesota Statutes 331A.02 has established requirements for a qualified official/legal newspaper. Currently the official newspaper for the City of Brooklyn Park is the Brooklyn Park Sun-Post.

On Monday, January 9, 2023, City Council requested other newspapers be considered as the City's official newspaper for publishing legal notices.

On Monday, January 30, staff outlined "Official Newspaper Designation" requirements and research. Unable to reach an agreement, the City Council requested additional information.

The City Council may vote at the next Regular Council meeting to change or keep. Without action, Sun Post will remain the City's designated newspaper.

City of Brooklyn Park Council Work Session

Meeting Date:	April 3, 2023	Originating Department:	Administration
Agenda Item:	C.2	Prepared By:	Risikat Adesaogun, Communications Manager
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Risikat Adesaogun
Item:	Holiday Conversation		

Summary:

The method by which the City of Brooklyn Park acknowledges holidays has changed with each administration. A Holiday Subcommittee was created in 2021, comprised of a cross-departmental group of staff. Together, the group prepared a master list of days, weeks, and months of cultural significance to the larger community. By 2022, the internal team had dissolved, but questions remain about the number and scale of acknowledgements that should occur. Council has not been involved in the holiday conversation since 2021.

Primary Issues/Alternatives to Consider:

City Council Members should consider factors such as:

- What is the right number and type of holidays to acknowledge?
- Which holidays should be accompanied by a proclamation?
- How many proclamations is Council willing to support in a given year?
- Which holidays should feature a City-funded community event?

Some acknowledgements, such as Constitution Day, were the result of residents requesting action. Council should consider how much weight is given to resident requests and how culturally responsive it can be to our melting pot of cultures.

City of Brooklyn Park Council Work Session

Meeting Date:	April 3, 2023	Originating Department:	Finance
Agenda Item:	C.3	Prepared By:	Tracy Bauer-Anderson, City Assessor
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Tracy Bauer-Anderson
Item:	Assessing Valuation Process Overview		

Summary:

Changes in the real estate market and our 2023 market values will be discussed. State law requires the Assessor to value all property at market value. By state law, under the direction of the Department of Revenue, we must fit into a median value range between 90% and 105% of the sale prices. The presentation will include information from Hennepin County and our office as to what has happened to the real estate market and what changes we have made.

Attachments:

C.3A ASSESSOR'S REPORT

City of Brooklyn Park



2023 Board of Appeal & Equalization

**Monday, April 10, 2023
6:00 p.m.**

Memorandum

DATE: March 29, 2023

TO: Brooklyn Park City Council,
Acting as the Board of Appeal and Equalization

FROM: Tracy Bauer-Anderson, City Assessor

VIA: Jay Stroebel, City Manager

RE: 2023 Board of Appeal and Equalization, Monday, April 10, 6:00 p.m.

Attached for your review is a report on the 2023 Assessment. The report introduces you to value adjustments, statistical measurements of our work, and general information which the assessing staff utilizes to determine values for the annual assessment. This will hopefully make your job, as a member of the Board of Appeal and Equalization, easier to understand.

Market values are based on market activity, which fluctuates with general economic conditions such as interest rates, inflation, supply and demand, and changes in tax laws. By Minnesota State law, as property values change in the marketplace, the changes must be reflected in the assessor's estimated market values.

The system involves the comparison of properties with actual market sales from the same or comparable neighborhoods. All sales information collected by the assessor's office is closely analyzed, and market values are adjusted by comparing properties that sold with properties that have not sold. The comparison provides the basis for the assessor's estimated market value.

The Minnesota Department of Revenue uses ratio studies to measure our assessment level. They mandate the sales period which we use to set our values. The sales period for the January 2, 2023, assessment was October 1, 2021, through September 30, 2022. During this period, we saw an increase in sales over last year in residential property type.

By law, the assessors must set values based upon historical sales, not by predicting the future. The most common concern voiced is, "we cannot sell our home today for the value you have it assessed." Property owners seem to understand the time frame but are concerned that the 2023 assessed value is higher than their recent purchase price in some cases. In 2022, we saw an increase in the median sale price from \$304,850 in January to \$324,000 in December, or a 6% increase in the median sale price.

Sales of foreclosed properties are not always considered an open market transaction by the Minnesota Department of Revenue. We investigated each one of these sales and compared them with market transactions and some were qualifying ratios.

The purpose of the Local Board of Appeal and Equalization is to hear property owner's testimony concerning the Assessor's 2023 estimated market value or property classification based on documentation provided. This may be done in three ways:

1. In writing
2. In person
3. By property owner's representative

The Board will reconvene within 20 days. Our reconvene date is set for Monday, April 24, 2023. An extension request can be made to the Department of Revenue, if the number of petitions is sizable. Decisions on all appeals will be made at that time based on staff reports and information submitted by the property owner.

NOTE: Before the reconvened meeting, the Board will receive an Assessor's Recommendation for each property contested. The Department of Revenue recommends that the Assessor reads each parcel separately, the Board votes, and then the next property is read. Please see the last page of the Appendices for more information. Also, any value change that is agreed to by the property owner and the assessor within ten days of the initial Board meeting must be voted on by the Board. If we have any of these cases, we will bring them to the Local Board of Appeal and Equalization meeting for action by the Board.

The Certification Form from the Department of Revenue asks the following question:

Did the LBAE make changes to parcels owned by a member of the board, the spouse, parent, son or daughter of a board member, or property in which a board member has a financial or other interest in the property? If yes, please list the parcel numbers of the properties that were changed on the back of this form.

Board members have a right to contest their value the same as any other citizen. However, I suggest the Board should recommend "no change" and have the County decide the value or classification to avoid the appearance of a conflict of interest.

I invite you to read the information and then call me at 763-493-8341 with your questions or comments.

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PURPOSE AND RESPONSIBILITIES

The Board of Appeal and Equalization is an appeal procedure. A property owner may contest the estimated market value and classification of their property by appearing before the Board. As a member of the Board of Appeal and Equalization, the City Council can change values in accordance with State Law. State Statute reads:

“All property shall be valued at its market value.” It further states that “In estimating and determining such value, the Assessor shall not adopt a lower or different standard of value because the same is to serve as a basis for taxation.”

The statute says all property shall be valued at market value, not may be valued at market value. This means only market factors shall affect the assessed value.

The responsibilities of the Board of Appeal and Equalization, according to Minnesota State Statute, are:

- It is necessary that a majority of the members be in attendance in order to have a quorum. At least one of the members present must have attended an Appeals and Equalization Course Training sponsored by the Department of Revenue within the last four years. Council members Lee and Morson have met this requirement.
- The Board shall see that all taxable property is properly valued and classified.
- If property has been omitted from the tax rolls, it may be added by the Board.
- The Board cannot give a class of property an increase or a decrease. They may only increase or decrease individual properties.
- As the Board makes reductions to individual properties, the amount of the reduction cannot exceed 1% of the aggregate assessment. For the 2023 assessment 1% would be \$110,976,351.
- The Board must hear cases for the current assessment only.
- If the Board finds a case of under valuation, the Board may raise the valuation of a property, but it must first notify the owner.
- The Board must complete and adjourn within twenty days from the time it convened.
- While State Law allows an individual to refuse entry into their property, no value reduction can be made by the Board until the assessor has inspected.
- The Board cannot exempt property.

DEFINITION OF MARKET VALUE

The Minnesota statutory definition of market value is:

“Market Value” means the usual selling price at the place where the property to which the term is applied shall be at the time of assessment; being the price which could be obtained at a private sale or an auction sale, if it is determined by the assessor that the price from the auction sale represents an arm’s length transaction. The price obtained at a forced sale shall not be considered. (M.S §272.03, Subd.8)

“It is up to the assessor to form an opinion of the market value even when there is no market or sales to aid in fixing values. Where there have been no actual sales for a long period of time, there is no way of determining values except by the judgment and opinion of people acquainted with the land, their adaptability for use, and the circumstances of the surrounding community.” (State v. Fritch, 175 MN, 478, 221 N.W. 725)

Professional appraiser/assessor organizations have developed their own definitions of market value, which may be more detailed than the statutory definition. The International Association of Assessing Officers defines market value in the following manner:

Market Value is the most probable price expressed in terms of money that a property would bring if exposed for sale in the open market in an arm’s length transaction between a willing seller and a willing buyer, both of whom are knowledgeable concerning all the uses to which it is adapted and for which it is capable of being used.

Other professional organizations have defined market value in approximately the same terms. The definitions generally imply the consummation of a sale as of a specific date under the following conditions:

1. The buyer and seller are typically motivated.
2. Both parties are well informed or well advised and each is acting in what is considered to be their own best interest.
3. A reasonable time is allowed for exposure in the open market.
4. Payment is made in cash or its equivalent.
5. Financing, if any, is on terms generally available in the community at the specified date and typical for the property type in its locale.
6. The price represents a normal consideration for the property sold unaffected by special financing amounts and/or terms, services, fees, costs, or credits incurred in the transaction.

Market value is the price that would tend to prevail under typical competitive open market conditions.

ASSESSING STAFF

Tracy Bauer-Anderson, SAMA Certified Residential Appraiser	City Assessor 23 Years' Appraisal Experience	Administration Appraisal Review Comm/Ind/Apt Appraisal Tax Court Defense Green Acres/Exempt Assessment Sales Verification
Scott Schultz, SAMA	Appraiser II 25 Years' Appraisal Experience	Comm/Ind/Apt Appraisal Sales Verification Tax Court Defense Residential Appraisal
Grant Halonen Cert. General Appraiser	Appraiser II 8.5 Years' Appraisal Experience	Comm/Ind/Apt Appraisal Sales Verification Tax Court Defense
Paige Heath Cert. Residential Appraiser	Lead Appraiser I 23 Years' Appraisal Experience	Residential Appraisal Ratio Studies/Foreclosures Disaster Abatements Sales Verification
Chris Joelson, CMA Income Qualified	Appraiser I 4 Years' Appraisal Experience	Residential Appraisal Ratio Studies/Foreclosure Disaster Abatements Sales Verification
Jessica Cumming-Hart, CMA	Appraiser I 8 Years' Appraisal Experience	Residential Appraisal Ratio Studies/Foreclosure Disaster Abatements Sales Verification
Shirley Olson	Program Assistant III 26 Years' Experience	Divisions Abatements Cert. of Real Estate Value Green Acres/Exemption Records Management/Clerk/Typist

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Professional Appraisal Designations awarded by the State Board of Assessors

SAMA - Senior Accredited Minnesota Assessor

AMA – Accredited Minnesota Assessor

CMAS – Certified Minnesota Assessor Specialist Income Qualified

CMA - Certified Minnesota Assessor

Professional License awarded by the State Commerce Department

Certified Residential Appraiser

Certified General Appraiser

INTRODUCTION TO THE 2023 ASSESSMENT

Values continue to increase for properties located in Brooklyn Park. The Department of Revenue requires that 20 percent of the city be physically inspected each year. Updates to files along with changes due to permits, new construction and market factors affect value changes. The following is the preliminary percentage change in valuation of certain property types and does not include new construction.

<u>PROPERTY TYPE</u>	<u>VALUE PERCENT CHANGE</u>
Single Family	2.1%
Condominiums	2.9%
Townhomes	2.5%
Apartments	10.8%
Agricultural	3.4%
Commercial	9.0%
Industrial	11.8%
Total Change	6.0%

Valuation notices were mailed on March 13, 2023, to all Brooklyn Park property owners.

Our residential quintile area this past year focused on the Eastern quintile of the City for residential properties.

The value changes in the quintile, along with the remainder of the City, were due to changes that occurred in sales throughout the City. New construction value for the 2023 assessment equaled \$155,954,500.

Apartments saw an increase in value of 10.8 percent, values increased on all complexes and senior buildings. Most of our apartment inventory is older with smaller units. Rents have increased and vacancies continue to be low. Each condominium and townhome project are considered its own neighborhood. Based on the sales, townhomes saw an overall increase of 2.5 percent, while condo values increased 2.9 percent overall. Commercial values in the city increased 9.0 percent and industrial values saw an increase of 11.8 percent, respectively.

One valuation rate was not used for all areas of the city. Great care has been taken to establish individual residential neighborhoods within the city. We have also segregated our sales information as to the type of property. For example: Split levels, split entries, two stories, ramblers, etcetera. We have analyzed the sale prices of each type of property in the individual neighborhoods and adjusted the valuations to reflect the sales. The Assessor does not create value; we only measure its movements.

Appraisers who work in the ad valorem tax system must be licensed by the State of Minnesota. This includes class work to obtain the license and continued education and training to keep the license.

Training cannot tell us how to find the "perfect" value of a property, but training can consistently produce the same estimate of value for identical properties by different assessors. That, after all, is a working definition of equalization.

The following pages contain information that will assist you and make your function as a member of the Board of Appeal and Equalization a more productive one.

RATIO STUDY TERMINOLOGY

Sales Ratio: (Assessment Level)

The ratio derived by dividing a property's sale price into the Assessor's estimated market value.

Sales Ratio Analysis:

Study of the relationship between the Assessor's values, sales prices and the deviations resulting from differences between the two. The purpose of such an analysis is to determine the efficiency, equity, quality and fairness of assessing activities of a particular neighborhood or jurisdiction.

Coefficient of Dispersion: (Assessment Accuracy)

In statistics, the measure of absolute dispersion to an appropriate average. A measure of relative dispersion. Sometimes referred to as an "index of assessment inequality". Under 10 percent is in the excellent range for residential properties.

Price Related Differential: (Assessment Difference)

A statistic used to measure the assessment differences that may exist between higher priced properties vs. lower priced properties; 100 points is ideal. According to the International Association of Assessing Officers standards, price-related differentials should fall between 98 and 103.

2023 ASSESSMENT STATISTICS

	<u>Assessment Year</u>	
	<u>2022</u>	<u>2023</u>
Total City Parcel Count	24,775	24,793
Total Parcel Count per Appraiser in Brooklyn Park	4871	5165
Total Estimated Market Value	\$10,473,790,700	\$11,097,635,100
Valuation Growth vs. preceding year	18.5%	6.0%
New Construction Value	\$170,808,200	\$155,954,500
Total Building Permits for Assessment Period	1762	1657
Brooklyn Park Median Market Value Traditional Calendar Year 2020 & 2021	\$320,400	\$328,200
 Single Family Residential Sales Study Time Adjusted		
Median Sales Ratio	91.5%	95.50%
Co-efficient of Dispersion	6.9%	5.8%
Price Related Differential	100.4	100.2

2023 SALES RATIO STUDY

Equalization is accomplished through ratio studies. These studies compare the assessed value to the actual sales price for properties that have sold during the study period. This comparison gives us ratio indicators that are recognized by the County and the State Commissioner of Revenue. The ratio indicators must reach acceptable levels of performance (90 percent to 105 percent) or they will trigger “corrective” action for general across-the-board adjustments by the County Assessor or the Commissioner of Revenue. These general corrections are essentially a “shotgun blast” type correction that affect the adequate and inadequate values alike and although they correct equalization across jurisdictional lines, they do just the opposite within a jurisdiction by increasing inequity.

The 2022 sales study recently completed by our staff and Hennepin County, places our overall time adjusted residential median ratio at 95.5 percent. County wide information overall time adjusted residential median ratio was 95.0 percent. Some of the cities within the county have a median ratio higher than 95.5 percent. We want to be the leader in most other areas; however, in equalization ratio studies we certainly do not want to be at or near the top.

Our coefficient of dispersion in this year’s study is 5.8. (anything under 10 is considered excellent) This measurement has come down due to the reduction of foreclosures; this demonstrates our ability to administer fair and equalized valuations.

Our price-related differential is 100.2. This shows our ability to treat higher priced homes as equally as the lower priced homes. If the differential is less than 100, it shows higher priced homes are valued higher. If it is over 100, lower priced homes are valued higher. A price-related differential between 98 and 103 is considered good.

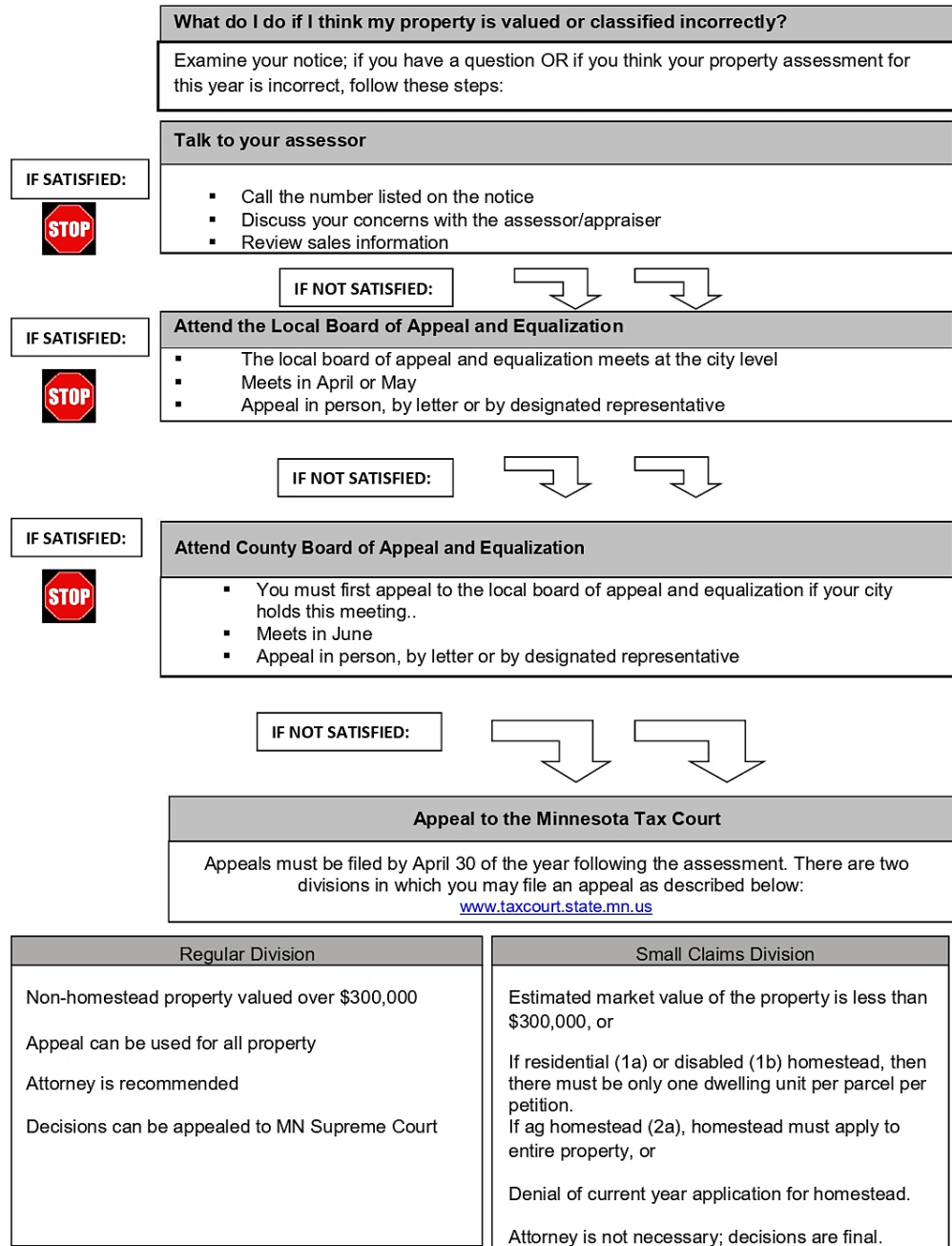
BOARD OF APPEAL AND EQUALIZATION PROCEDURES

- Each property owner appearing will complete the property appeal form and give it to the Assessing staff. Those not attending have been asked to fill out an appeal form online or complete and email it to Assessing@BrooklynPark.org Assessing staff then adds further reference information, logs the appeal, and brings it to the Board.
- Written appeals will be read into the meeting record.
- The Board will direct the Assessor to re-inspect, through physical guidelines and review each petitioned property.
- The Assessor then re-inspects, through physical guidelines and review each property under appeal. The owner is notified, and the Assessor makes a corresponding recommendation to the Board. The Board will reconvene within 20 days (April 24th) and all decisions will be finalized at that time.
- The Board then compares the information presented by the Assessor to the information presented by the property owner and decides whether a change is indicated for the market value of each property.
- At the local board and reconvene meetings the DOR recommends that the Assessor reads each parcel separately, the board votes, seconds it and then the next property is read.
 - The key is that for each appeal, we make an action to raise, lower, or make no change.
 - It is acceptable for the Assessor to read into the record, the 10-day changes individually and for the Board to make a single action. There is also no objection to appeals, where the taxpayer agrees with our recommendation, being treated similarly with a single motion.
 - What cannot happen is for there to be an appearance that the Board is not considering each appeal separately in the appeal process.

Appendices

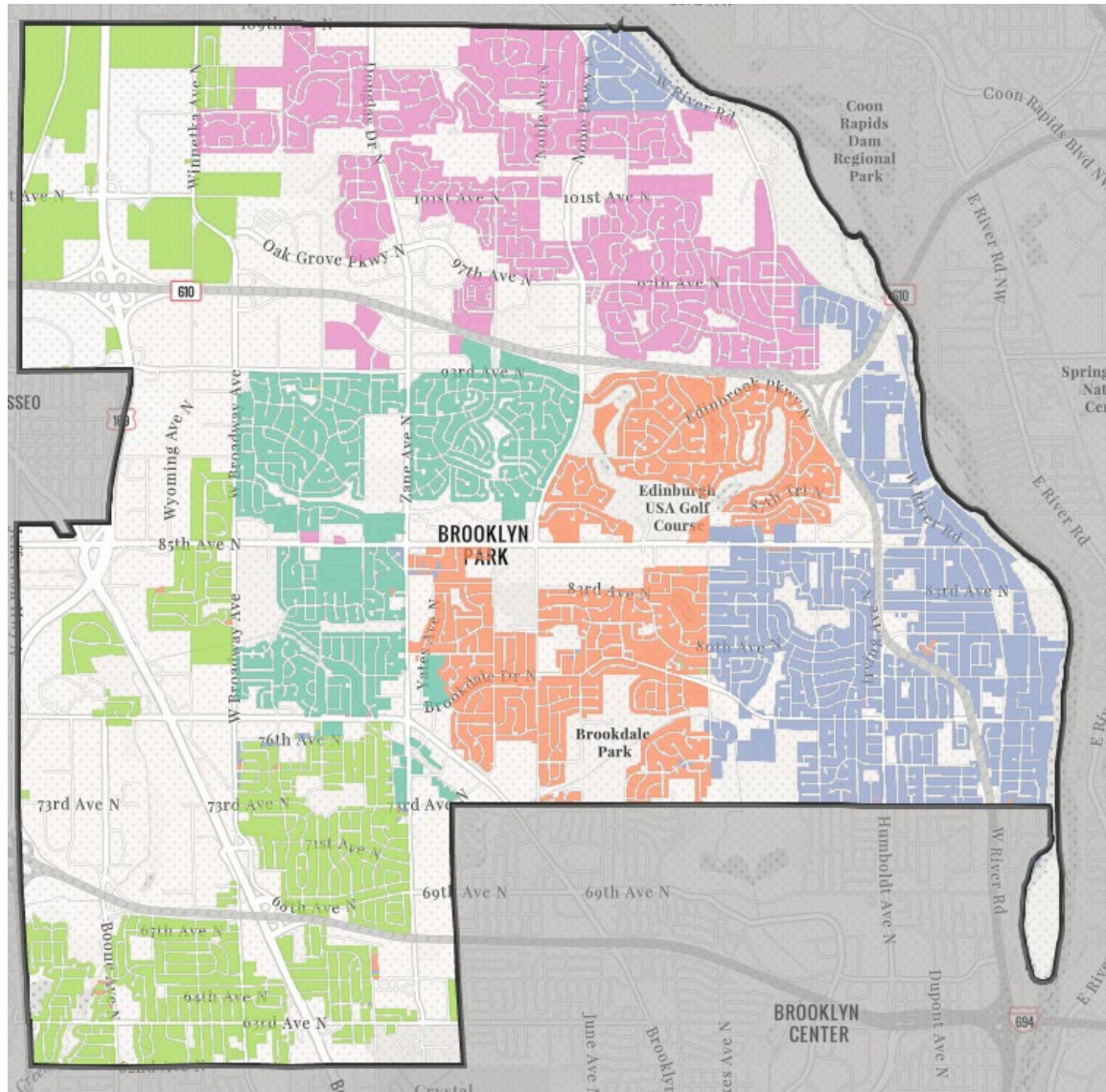
Market Value Appeal System

The following chart shows the process that a property owner may use to appeal their valuation or classification. Property owners are provided with a description of this process on their valuation notices and on the back of their tax statement.



2023 Assessment Residential Quintile Map

Property in Brooklyn Park is divided into five different review areas. Each area is identified by a different color on the map. The east area in purple was reviewed in 2022.



CITY OF BROOKLYN PARK

Property Appeal Form

Welcome to the Brooklyn Park Board of Appeal & Equalization

The purpose of the Board of Appeal and Equalization is to establish the market value and classification of property as of January 2, 2023. This function does not include consideration of prior year valuations; nor does it include any appeal of the amount of property taxes.

The market value is the most probable price expressed in terms of money that a property would bring if sold in the open market in an arm's length transaction between a willing seller and a willing buyer. Similar properties in your neighborhood that recently sold were considered when establishing the most probable sale price of your property.

You are responsible for presenting evidence to the Board of Appeal and Equalization as to why the valuation or classification for your property established by the City Assessor is not accurate as of January 2, 2023. Please complete the reverse side of this form and return the form to the City's staff. You will also be required to schedule an appointment for your property to be inspected at this time.

You will be asked to present your case to the board. We ask that you limit your presentation to 5 minutes to allow other citizens equal opportunity.



Board of Appeal and Equalization

Property Appeal Form

Have you contacted the Assessor's Office with your questions? YES NO

Will you be attending the meeting? YES NO

Will you be speaking to the Board? YES NO

Application Date:	
Property Address:	
Owner(s) Name:	
Owner(s) Address:	
Phone Number:	Email:
Assessor's estimated market value on January 2, 2023, from valuation notice: \$	
In my opinion the estimated market value on January 2, 2023, should be: \$	
<i>* Example of documents: recent appraisal, written realtor analysis, written contractor estimate, documents from experts describing property limitations (zoning restrictions, denial of building permit, etc.), deeds describing easement limitations, photos, maps, etc.</i>	
Explain why you feel the value is wrong:	
I DO HEREBY AFFIRM THAT THE ABOVE INFORMATION IS COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
Signature of property owner or representative: _____	

For office use only	
Appeal #	PID #
Appointment Date:	Time:

Frequently Asked Questions About Estimated Market Values

1. Why has my value changed?

Property values are based on market values, which fluctuate with general economic conditions such as interest rates, inflation rates, supply and demand, and changes in tax laws. By Minnesota state law, as property values change in the marketplace, those changes must be reflected in the assessor's estimated market values.

2. How does the assessor determine the estimated market value?

The City of Brooklyn Park Assessor's office uses a mass appraisal process for estimated market values. This system involves the comparison of thousands of properties with actual market sales from the same neighborhoods. All sales information collected by the assessor's office is closely analyzed. The assessor's office adjusts market values by comparing properties that sold with properties that have not sold. This sales comparison provides the basis for the assessor's estimated market value.

3. Does the estimated market value change at the same rate on all properties?

No, it does not. There are differences between individual properties and between neighborhoods. In one area the sales may indicate a large increase in value each year. In another neighborhood there may be very little or no change in value. Different types of property within the same neighborhood may show different value changes. There are numerous factors to be considered in each property, which will cause value changes to differ. Some of the factors that can affect value are location, condition, size, quality, number of baths, basement finish, garages, and many others.

4. Can my estimated market value change even if the assessor has not been inside my property?

Yes. The assessor keeps records on the physical characteristics of each property in the city. Even though the assessor may have been unable to go through your property, the estimated market value will still be reviewed based on existing records and sales of similar properties.

5. What will happen to my estimated market value if I improve my property?

Generally, improvements made can increase the market value of a property which will increase the assessor's estimated market value. The following are typical improvements that will increase the estimated market value of your property:

- Added rooms or garages
- Substantial modernization of kitchens or baths
- Central air conditioning
- Fireplaces
- Extensive remodeling

6. *Will my estimated market value go up if I repair my property?*

Good maintenance will help retain the market value of your property. Generally, your estimated market value will not be increased for individual minor repairs such as those that follow. However, a combination of several of these items could result in an increase in your estimated market value.

- Replacing a water heater
- Repairing or replacing roofs
- Repairing porches or steps
- Painting or redecorating
- Replacing plumbing or electrical fixtures



7. *What can I do if I think the estimated market value is too high?*

You have the right to appeal the estimated market value. The methods of appeal are detailed on the back page of “Your Estimated Market Value Notice.”

City of Brooklyn Park Council Work Session

Meeting Date:	April 3, 2023	Originating Department:	Community Development
Agenda Item:	C.4	Prepared By:	Jason Newby, Inspections and Environmental Health Manager Michelle Peterson, Neighborhood Health Supervisor
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Jason Newby Michelle Peterson
Item:	Discussion on Environmental Health Code Inspection Priorities		

Summary:

Discussion on Environmental Health code priorities.

City of Brooklyn Park Council Work Session

Meeting Date:	April 3, 2023	Originating Department:	Administration
Agenda Item:	C.5	Prepared By:	Katrina Doshier, Program Assistant
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Jay Stroebel, City Manager
Item:	Culture of Efficiency in Council/EDA meetings		

Summary:

Council Members Eriksen and Klonowski have requested a discussion around the culture of efficiency in Council/EDA meetings.