



## MAYOR & COUNCIL COMMUNICATION

DATE: February 24, 2015  
REGULAR  
ITEM #: 15

AGENDA ITEM: Amend City Facility Use Policy  
SUBMITTED BY: Mayor  
THROUGH: City Council  
REVIEWED BY: City Administrator / City Clerk

---

### SUGGESTED ORDER OF BUSINESS:

- Introduction of Item ..... Mayor
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** Mayor Mike Pearson

**FISCAL IMPACT:** Negligible...cost of DVDs

**SUMMARY AND ACTION REQUESTED:** The City Council is asked to consider amending the City facility use policy to include a requirement that all statutorily created public bodies using the City of Lake Elmo facilities video record their proceedings in the interest of public transparency. The recommended motion is as follows:

***“Move to amend the City of Lake Elmo Public Facility Use Policy to include a provision that all statutory created public bodies and taxing authorities using the City’s meeting facilities video record their proceedings in the interest of public transparency.”***

### **BACKGROUND INFORMATION:**

In 2013, the City Council adopted the practice of recording all public meetings including but not limited to City Council, Commissions, Committees and work groups that officially act on behalf of the residents of Lake Elmo via authority granted by state statutes. In 2014, the City acquired, via its cable franchise agreement, state of the art portable video equipment that extends the City's recording capabilities to parks, other municipal facilities, and the library.

This policy would formalize and extend the video recording requirement for all *non-city* statutory public bodies and taxing authorities using City of Lake Elmo meeting facilities for the purpose of public transparency, Council education, and public information via broadcast on the

City's public access channel.

**UPDATE:** The City Council discussed this item on 2/3/2015. The item was tabled so that Councilman Bloyer could participate in the discussion. The discussion also expanded to include a broader discussion about recording city meetings in general. The scope of this item only covers the recording of outside/non-city groups using city facilities.

**RECOMMENDATION:** Based on the aforementioned, the Mayor recommends the following motion:

*“Move to amend the City of Lake Elmo Public Facility Use Policy to include a provision that all statutory created public bodies and taxing authorities using the City’s meeting facilities video record their proceedings in the interest of public transparency.”*

**ATTACHMENT:**

City Facility Use Policy including proposed amendment language