



# EDINA MINNESOTA

## City Council Work Session Meeting Agenda

February 17, 2026, 5:30 PM

Edina City Hall, Community Room, 4801 W. 50th St.



### Accessibility Support:

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 at least 72 hours in advance of the meeting.

#### 1. Call to Order

#### 2. Roll Call

#### 3. Meeting Topics

3.1. City Manager Transition

3.2. Motion to Move to Closed Session as Permitted by M.S. 13D.05, Subd. 3 to Discuss Security Protocols

3.3. Council Chambers Security Review

3.4. Motion to Move Back into Open Session

#### 4. Adjournment



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**Item Number:** 3.1

**Department:** Administration

**Item Activity:** Discussion

**Prepared By:** Ari Lenz, Assistant City Manager

**Item Title:** City Manager Transition

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**Action Requested:**

Discussion Only

**Information/Background:**

Below is a proposed timeline, this is subject to change depending on Council or future City Manager's needs. There will also be on-going communications released both internally and externally regarding the process and transition.

Staff is requesting Council selects one or two members to assist with the transition process (RFP finalization, selecting consultant, narrowing candidate pool, negotiations, assisting with on-boarding new City Manager). Staff recommends selecting one or two council members whose seats are not up for election.

**Tentative Timeline:**

February 17 - Share high level timeline and plan with Council

February - March - Prep request for proposal (RFP) for a consultant

March 2 - March 30 - Gather feedback for the profile/search process (Community, Staff, Council)

April/May - Discussion at retreat related to the feedback received

Early June - RFP posted

End of June/July - Decide on consultant

July - Finalize profile and process with consultant

August - Position posted

September - Review applications and select candidates to interview

Early September - First round interviews

September - Background and leadership assessment on finalist

September/October - Draft on-boarding plan for City Manager

Early October - Final round interviews

October - Offer and negotiations

October - Notice to current employer (City Manager's typically have a contractual obligation to provide a notice)

December 1 - On-board (meet with community, staff, council)

January 1 - Assume leadership

January 8 - Scott retires

### Resources/Financial Impacts:

There will be a cost for the consultant amount to be determined depending on what consultant is selected. Council has previously adopted a pay range for the position as part of the Citywide pay plan. The salary range changes annually with a market increase received by all non-union employees, the City Manager would also be eligible for steps (the same as any other employee) if they were not hired at the maximum of the pay range. This process is designed intentionally to have a month of overlap between the previous City Manager and new City Manager to allow the new City Manager the opportunity to on-board and meet the community, staff and council without juggling day to day management duties.

### Relationship to City Policies/Plans/Budget Pillars:

The City Manager position is critical to helping the City towards its vision. The budget pillars will be included in the hiring process.



Strong Foundation



Reliable Service



Livable City



Better Together

### Values Impact:



Engagement

The plan includes a built in feedback plan for the community, staff and council to highlight needs in the profile for the next City Manager. We will incorporate that into communications throughout. There will also be on-going communications released both internally and externally regarding the process and transition. Additionally, all values will be included in the hiring process.



Equity

There will be a open RFP for a consultant to assist in the hiring process. All values will be included in the hiring process.



Health

All values will be included in the hiring process.



Stewardship

All values will be included in the hiring process.



Sustainability

All values will be included in the hiring process.

### Supporting Documentation:

Documents marked with "Board Portal" do not meet [ADA Web Content Accessibility Guidelines \(URL\)](#) and are not included in the public packet. To request a board portal document, please [submit a data request \(URL\)](#).

None



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**Item Number:** 3.2

**Department:** Administration

**Item Activity:** Discussion

**Prepared By:** Sharon Allison, City Clerk

**Item Title:** Motion to Move to Closed Session as Permitted by M.S. 13D.05, Subd. 3 to Discuss Security Protocols

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**Action Requested:**

Adopt motion as stated.

**Information/Background:**

This motion must be adopted to legally close the meeting.

**Supporting Documentation:**

None



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**Item Number:** 3.3

**Department:** Administration

**Item Activity:** Information

**Prepared By:** Ari Lenz, Assistant City Manager

**Item Title:** Council Chambers Security Review

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**Action Requested:**

Information Only

**Information/Background:**

Staff have recommended a refresher on Council Chamber security protocol. While in the Community Room, the Council will close the meeting as permitted by Minn. Stat. § 13D.05, subd. 3 to discuss Council Chamber security protocol. The Council will move to the Council Chambers to conduct and adjourn the closed meeting there.

**Supporting Documentation:**

None



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**Item Number:** 3.4

**Department:** Administration

**Item Activity:**

**Prepared By:** Sharon Allison, City Clerk

**Item Title:** Motion to Move Back into Open Session

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**Action Requested:**

Adopt the motion as stated.

**Information/Background:**

This motion is necessary to exit the closed session.

**Supporting Documentation:**

None