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**Council Work Session Minutes
B&C Program of Work**

**Monday, September 24, 2018
5:30p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented October 8, 2018.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:34 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President (arrived at 5:55 p.m.); Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl and Mayor Peter Truax.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS AND COMMISSIONS (B/C) PROGRAM OF WORK

Ruggles and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to address Council Objective 3.22, review B/C appointment process, procedural consistencies regarding Council interaction, and B/C makeup, including size, number and composition. VanderZanden gave an overview of the Council Subcommittee’s work, noting the Subcommittee consists of Council President Johnston, Councilor Rippe and Councilor Wenzl. VanderZanden reported the Subcommittee met in work sessions held on August 28th and September 6, 2018, and reviewed statutory and non-statutory B/C purposes and made recommendations and options for Council consideration pertaining to the proposed Council Rules, bylaw template and youth involvement. VanderZanden noted the recommendations address the purpose of B/Cs; Council and Staff Liaison Roles and Responsibility; and Appointments and Reappointment Process. VanderZanden presented a PowerPoint presentation outlining a draft of the proposed language in Council Rules, Sections 14.1 and 4.2, Purpose; 14.3, Membership Qualifications; 14.6, Terms of Office and Officers; and 14.10 Appointments and Reappointments. In addition, VanderZanden outlined the Appointments/Reappointments Process, noting the purpose is to have member recruitment once a year, September through December. Mid-term vacancies would be filled by application kept on file resulting from the interview process. In conclusion of the above-noted presentation, VanderZanden reminded the Council to keep in mind that some of the language has been rewritten from Resolution No. 2006-10, policy relating to the B/C appointment process, which is being proposed to be repealed and inserted as a new section in the Council Rules, noting there was little guidance in the Charter and Council Rules that establishes the purpose and governance of B/C’s.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review language in Sections 14.1 and 14.2, Purpose; 14.3, Membership Qualifications; 14.6, Terms of Office and Officers; and 14.10 Appointments and Reappointments. In conclusion of the above-noted exercise, the Council concurred with the following (new and ~~deleted~~):

14.1 – concurred

14.2 – concurred amend: ~~effecting~~ affecting

14.3 – concurred

14.4 – concurred amend: An individual may not act in official capacity ~~except through the action of the B/C.~~

14.6 – concurred

14.10 – concurred

In response to Mayor Truax’s concern pertaining to when the B/Cs will have an opportunity to weigh-in on process and proposed amendments, VanderZanden advised the next Council Subcommittee Work Session is scheduled for Tuesday, September 25, 2018, at which time, the Subcommittee will review the Council Rules and bylaws as well as youth advisory recommendations, non-statutory B/C options and discuss outreach and next steps. In addition, VanderZanden advised that Council’s Objective 3.22, to discuss youth advisory models, resources and visions, and board makeup, including size, number and composition will be addressed with Council in a work session at a later date, noting staff will bring back additional language for sections in the Council Rules that were not discussed in this work session.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the Council work session at 6:00 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder