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**Council Sub-Committee Work Session Minutes
B&C Program of Work**

**Tuesday, September 25, 2018
3:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented October 22, 2018.***

1. ROLL CALL:

Council President Johnston called the Council Subcommittee Work Session to order at 3:30 p.m.

ROLL CALL: COUNCIL SUBCOMMITTEE PRESENT: Thomas Johnston, Council President; Timothy Rippe; and Malynda Wenzl.

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: B/C PROGRAM OF WORK

Ruggles and VanderZanden facilitated the above-noted Council Subcommittee work session, noting at the work session held on August 28, 2018, the Subcommittee's consensus was to draft a bylaw template and draft Council Rules for further review. VanderZanden added at the work session held September 6, 2018, the Subcommittee reviewed the draft Council Rules and draft bylaw template and discussed options for youth advisory and statutory and non-statutory B/C. VanderZanden presented a PowerPoint presentation outlining the proposed Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees (B/C); a draft bylaw template recommendation; youth advisory recommendation, and options and recommendations for non-statutory B/C. In addition, VanderZanden reported he met with staff directors on September 18, 2018, to discuss the proposed recommendations, and staff was supportive of the overall process. In conclusion of the above-noted report, VanderZanden noted the Subcommittee also met with Council in work session on September 24, 2018, to discuss and review the proposed recommendations to the Council Rules.

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued as the Council Subcommittee had an opportunity to review the recommendations to the Council Rules, which were discussed and amended in work session with Council on September 24, 2018. In conclusion of the above-noted exercise, the Council Subcommittee concurred as follows:

- 14.1 – no change
- 14.2 – no change
- 14.3 – no change

14.4 – no change

14.5 – no change

14.6 – no change

14.7 – no change

14.8 – no change

14.9 – no change

VanderZanden advised currently five B/C (Library Commission, Historic Landmarks Board, Committee for Community Involvement, Community Forestry Commission and Public Arts Commission) have members taking the meeting minutes. VanderZanden advised staff would like to allow members to take minutes but provide training and include duties in the bylaws, due to staff resources and potential budgetary impact. Wenzl voiced concern that B/C minutes are required under public meeting laws, noting there needs to be consistency and equity among the B/C. Council President Johnston voiced concern that when members take minutes they cannot fully participate in the discussions. Rippe, as well as Wenzl, noted if the B/C meeting frequency is reduced, it may offset some of the workload, to which VanderZanden concurred. In conclusion, the Subcommittee concurred making no change (staff shall prepare minutes).

14.10 – no change

14.11 – no change

14.12 – no change

14.13 – no change

14.14 – no change

14.15 – no change

14.16 – no change

14.17 – no change

14.18 – deleted

The Council Subcommittee had an opportunity to review and discuss the draft bylaw recommendations, to which VanderZanden advised once the Council Rules are adopted, the pertinent sections in the bylaws will reflect the adopted Council Rules. Next, the Subcommittee had an opportunity to review and discuss youth advisory recommendations and concurred with the following:

B/C Youth Advisory Members:

- All B/C, unless statutorily prohibited, shall have one student member.
- All B/C student members shall be voting members and serve two-year terms.
- Student report will be included as part of the B/C agenda template.
- City to make efforts to have a student event that brings all student members together.

D. C. Trip:

- City will award one trip per year to two qualifying B/C student members in good standing to attend the National League of Cities annual legislative conference, which is held in March of each year in Washington, D.C.
- B/C student member must have the endorsement from their respective B/C in order to attend.

- B/C student member must provide a one-page essay to City Recorder stating why they want to attend.
- Council shall review and approve the B/C student attendees.
- City Manager shall designate a chaperone.

Last, the Council Subcommittee had an opportunity to review and discuss the following options for non-statutory B/C:

- Economic Development Commission (EDC)

Under the proposed Council Rules, EDC would reduce membership from 19 to 9 members. The Subcommittee concurred adding Urban Renewal Agency duties and addressing name, purpose and structure as well as frequency of meetings.

- Public Arts Commission (PAC)

The Subcommittee concurred addressing purpose and policy direction to include a publicly-funded arts program.

- Public Safety Advisory Commission (PSAC)

The Subcommittee concurred addressing purpose to include traffic safety and addressing name and structure as well as frequency of meetings.

- Sustainability Commission (SC)

Under the proposed Council Rules, SC would reduce membership from 13 to 9 members.

The Subcommittee concurred to review SC's structure as well as frequency of meetings.

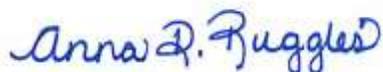
In conclusion of the above-noted discussion, VanderZanden advised the next step is to meet with Council in work session, tentatively scheduled on October 22, 2018, (affirmatively scheduled on October 8, 2018) at which time, Council will be asked to reach consensus on the Subcommittee's recommendations to the Council Rules, bylaw template, youth advisory program and non-statutory B/C as well as discuss outreach and next steps.

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

3. ADJOURNMENT

Council President Johnston adjourned the Council Subcommittee work session at 5:35 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder