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

**Monday, October 8, 2018
5:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented November 13, 2018.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:32 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; 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); J. F. Schutz, Police Chief (in the audience); Colleen Winters, Library 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 give Council an overview of the Council Subcommittee’s work. The Council Subcommittee consists of Council President Johnston, Councilor Rippe and Councilor Wenzl. VanderZanden reported the Subcommittee met in work sessions held on August 28, September 6 and September 25, 2018. The Subcommittee also met with Council in work session held on September 24, 2018, and there was consensus on 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 (Part I review). VanderZanden presented a PowerPoint presentation outlining the proposed language in Council Rules, Sections 14.4, Composition; 14.5, Quorum and Meetings; 14.7, Registry; 14.8, Councilmember Liaisons; 14.9, Staff Liaisons; 14.11 Attendance; 14.12, Resignation and Vacancies; 14.14, Open Meetings and Public Records; 14.15, Bylaws; 14.16, Annual Reporting; and 14.17, Conflicts of Interest and Ethics Law (Part II review). In conclusion of the above-noted presentation, VanderZanden advised the Subcommittee also recommended a common agenda template and bylaw template that embodies the proposed Council Rules; a youth involvement program; and non-statutory B/C recommendations as outlined below.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review the recommendations to the Council Rules, which were proposed

by the Council Subcommittee. In conclusion of the above-noted exercise and discussion, Council concurred as follows (new and ~~deleted~~):

Part I review:

14.1 – no change

14.2 – no change

14.3 – amend: Student appointees must be high school ~~or college~~ grade level

14.6 – amend: ~~Secretary~~

14.10 – no change

Part II review:

14.4 – no change

14.5 – no change

14.7 – amend: per year

14.8 – amend: Council Liaisons role is to ~~communicate~~ collaborate between the Council and the B/C to assure each group's collective interest is accurately, ~~succinctly~~, and effectively represented to the other.

14.9 – amend: Staff ~~members~~ liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall ~~meet with the~~ orient newly-appointed B/C members prior to the first meeting on the duties of being a member.

14.11 – amend: Members shall notify the ~~Chair and~~ staff liaison prior to the regular meeting to report an absence. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more ~~consecutive unexcused~~ absences in a 12-month period. The City Recorder's Office shall notify any member who has three (3) or more ~~unexcused~~ absences in a 12-month period that ~~they must reapply to be considered by the Council to finish their original appointed term~~ their position may be subject to vacancy.

14.12 – amend: A member shall submit a written resignation to the ~~Chair and the City Recorder's Office~~ staff liaison and make every effort to allow for a 30-day notice.

14.13 – no change

14.14 – no change

14.15 – no change

14.16 – amend: The Chair shall submit and present an Annual Report to Council listing the B/C's major activities for the year before and objectives for the coming year. (Which can be scheduled in accordance with Council's meeting calendar).

14.17 – no change

Next, Council had an opportunity to review the recommendations to the youth involvement program as it pertains to the National League of Cities Annual Conference (NLC). In conclusion of the above-noted exercise and discussion, Council concurred with the Subcommittee's recommendations to make available two trips per year to the NLC for two qualifying B/C student members. In addition, Council concurred with the

Subcommittee's recommendations for a common agenda template and bylaw template. Due to the time, Council did not have the opportunity to review and discuss the Council Subcommittee's recommendations for non-statutory B/C as follows:

- Economic Development Commission (EDC)

Retain EDC and add Urban Renewal Agency (URA) duties; reduce membership from 19 to 9 members, consistent with the other B/C; and address name, purpose and structure.

- Public Arts Commission (PAC)

Retain PAC but augment its purpose by considering a public arts program, such as dedicated Community Enhancement Program Funds and/or create URA public arts program in collaboration with PAC for installation art in the town center (URA monies are restricted to installation art).

- Public Safety Advisory Commission (PSAC)

Discontinue PSAC as it has served its original purpose; make PSAC an ad-hoc committee that convenes commensurate with the levy cycle to assist in public education; add traffic safety to PSAC and address name, purpose and structure.

- Sustainability Commission (SC)

Retain SC and reduce membership from 13 to 9 members, consistent with the other B/C.

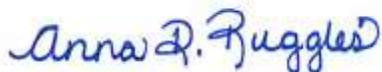
In conclusion of the above-noted discussion, VanderZanden advised the next step is to meet with Council in work session, tentatively scheduled on October 22, 2018, at which time, Council will be asked to reach consensus on the Subcommittee's recommendations to the Council Rules as well as options for non-statutory B/C, B/C outreach prior to Council action and B/C appointments and reappointments process.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the Council work session at 6:55 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder