

# MINUTES

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**McCall City Council  
Special Meeting  
Legion Hall - McCall City Hall (Lower Level)  
October 23, 2015**

## Agenda

Call to Order and Roll Call  
Work Session  
Adjournment

## **CALL TO ORDER AND ROLL CALL**

**Mayor Aymon called the special meeting of the McCall City Council to order at 10:00 a.m. Mayor Aymon, Councilor Giles, and Councilor Witte answered roll call. A quorum was present. Councilor Scott and Councilor Swanson were absent**

City staff present was Nate Coyle, City Manager; and BessieJo Wagner, City Clerk.

Councilor Witte joined the meeting at 9:38 a.m.

## **WORK SESSION**

### **AB 15-198 Governance Manual Review**

Nate Coyle, City Manager, gave a brief history of the Governance manual to the Council.

BessieJo Wagner, City Clerk discussed the following with the Council

What Needs Work:

1. Streamline the document to reduce redundancies throughout the manual. For example, City Manager and Council roles/responsibilities are outlined in multiple locations throughout the document.

Currently the document reads like an outline. Does the Council like the current layout or would they like it in a more narrative format?

2. Shorten table of contents (ToC is currently 7 pages).
3. Clarify intent and usage of regular council meetings and special meetings. (pg 8)

### 2.3. Types of Meetings

Work sessions: The Governance manual identifies a Work Session as a Special meeting. Mrs. Wagner suggested that this needed to be clarified explaining that a Work Session is something that can happen at either a regular or a special meeting. It is essentially an item

or items on the agenda of a Council Meeting whether it is a special or regular meeting. She clarified that the same is true for Public Hearings. Public Hearings happen at a specific time and place however it is on the agenda of either a regular or special meeting. – Section 7.3 and 7.4 (pg 27) reflects the correct explanation of a Work Session, showing inconsistencies within the document.

#### 2.4.3 Other Meetings with the Public Outside of City Hall (pg 10)

Mrs. Wagner suggested that the intent of other meetings be clarified. This paragraph appears to allow any other meeting with the Council with one or more Councilors present. It was suggested that there needed to be some additional clarification that any meeting of the Council where 3 or more Councilors are present is considered a council meeting and subject to open meeting laws. If the intent of this paragraph is to call out meetings where there are 1 or 2 Councilors present then it needs to be clarified.

4. Mrs. Wagner suggested that the intent of building the agenda for the Council meetings be clarified particularly when to distribute the meetings schedule to Council and a deadline for Council to add something to the agenda. (pg 26)

#### Article 7: COUNCIL MEETINGS

##### 7.1. Council Meeting Agendas - End of Paragraph 2.

Mrs. Wagner stated that every 2 weeks an email is sent out to staff with the items that are tentatively scheduled for the next Council meeting. With the adoption of this manual the Council was added to that email. For some unidentified reason, over the last year, the Council has not been receiving this email. Mrs. Wagner asked the following questions:

Does the Council want to receive this email? Council responded that they would like to continue receiving this communication.

Do they find it valuable? The Council found the information valuable and gave them a timeline of when to add items to the agenda.

Should this section of the manual be more specific to call out a deadline for Councilors to add items to the agenda? The Council felt that the timeline called out in the email would be sufficient.

5. Mrs. Wagner suggested that the Council consider stronger criteria for application of the 3-touch rule. This rule does not currently provide a clear direction of items for which the rule applies. (pg 25 & 35)

Mrs. Wagner stated that in section 6.8. The Three Touch Rule – on Page 25 does a fairly good job of defining the Three Touch Rule. However, it does not always seem like the Council and staff members are on the same page with the interpretation of this rule. There are times that a first touch may be verbal or referenced within the department reports but the Council may feel that a first touch is actually seeing the document not just referencing it. Council stated that they would like for Staff to call out when they are presenting a first

touch either verbally or through written reports. There was some significant discussion regarding the importance of clear communication when applying the three touch rule.

6. Mrs. Wagner suggested that the Process for Preparing Legislation or Policies for Adoption needs to be revised and made clearer. (pg 27) She stated that in Section 7.6 there are current references as to procedures that are not current practice. There is actually very little process that is in current practice. When giving a summary of a document a “bullet” summary is not being utilized. Also a summary of a resolution is not always prudent as often times a resolution is a way to adopt a policy not the policy itself. The Council did not think that this should be overly regulated within the Governance Manual. A summary of some kind should be presented and the type of summary would be dependent on the subject.

Mrs. Wagner stated that the preparation of ordinances is also not a current practice. She recommended that the Council look at the 3 reading requirement. She stated that this is not a current practice. She asked if the Council wished to follow this practice or should this be revised. There was general Council consensus to revise this section to reflect what is currently being done.

Mrs. Wagner suggested that in section 7.6.2.6 Repeal of Ordinances – that since the city codified ordinances, the city does not generally repeal ordinances, we repeal code. And in section 7.6.2.7 Passages of Ordinances – the use or reference to “Council bill number \_\_\_\_” is not a current practice. Is this a practice that the Council would like to implement? Or does this section need to be revised? The Council agreed that it should be revised

7. Should the Work sessions that are regularly scheduled on the Friday after the second regular business meeting be considered a regular meeting since it occurs regularly? Council stated that they would consider revising what is considered a regular meeting.

In Summary at the conclusion of the work session the Council asked that the entire document be revised to be more streamlined and condensed. They also requested that the term “Councilor” be reverted back to “Council Member” within the new manual.

## ADJOURNMENT

Without further business, Mayor Aymon adjourned the meeting at 10:00 a.m.

ATTEST:

  
BessieJo Wagner, City Clerk



  
Jackie J. Aymon, Mayor