MINUTES

McCall City Council
Special Meeting
McCall Golf Course Restaurant
925 Fairway Drive
January 29, 2016

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 9:15 a.m. Mayor Aymon, Councilor Giles, Councilor Scott, Councilor Swanson, and Councilor Witte answered roll call. A quorum was present.

City staff present was Nate Coyle, City Manager; Michelle Groenevelt, Community Development Director; Nathan Stewart, City Engineer; Linda Stokes, City Treasurer; and BessieJo Wagner, City Clerk.

WORK SESSION

City Council Meeting Protocol
Consent Agenda Discussion
- The Council discussed with staff the use of the consent agenda during regular meetings. The following points were covered:
    o Adding items to the consent agenda could minimize meeting length and allow for stronger Council attention/discussion on other matters.
    o Use of a consent agenda could also minimize staff time where standard approvals could be given at the beginning of the meeting, which eliminates the need for staff members waiting to present specific agenda topics.

The following were recommended items for the consent agenda:
- Warrant Register – The Council consensus was to keep the Warrant Register on the business agenda as there are often items that Council would like some clarification.
- Payroll Data (Overtime/Comp Time)
- Routine or Recurring Contracts and Agreements
- Committee Member Appointments
    o Note - this item may be worthwhile discussing as it would eliminate an ability to recognize volunteers during the meeting.

Council consensus was to keep Committee Member Appointments on the business agenda as to emphasize the importance of these appointments and have the opportunity to recognize the City's volunteers.

- Grant Applications
  Council consensus was to keep grant applications on the Business Agenda as the Council would like the opportunity to hear more details of the grant opportunity.
- Airport Hangar Lease Transactions
- Bid Opening Results and Award
  - o If the recommendation is to reject bids we can add this to the agenda and discuss the reason.

There was some discussion as to whether this item should remain on the business agenda. There was general consensus to trust the city manager's recommendation as to whether it should be on the consent agenda or the business agenda. If it is on the consent agenda it can be removed for discussion by the request of a Council Member.

- Any Others Identified By City Council

Agenda Bill Discussion
- The Council discussed with staff the potential revisions to the agenda bill format. Potential revisions identified included the following:
  - o Specifically identifying staff recommendation or the fact that staff is not providing a recommendation.
  - o Identify requested action (discussion vs. approval vs. info only).
  - o Provide recommended motion or perhaps available motions for use by the Council (e.g. approve, deny, or table).
  - o Identify attachments that are enclosed with each agenda bill.

There was general consensus to include additional information in the agenda bill so that the Council will know what options they have and to identify who or what is making the recommendation. It was identified that statements of facts were very important. If it is city or state code that mandates a certain outcome the agenda bill will reflect that code also if a committee or commission makes a recommendation it will be reflected in the agenda bill.

Order of Business Discussion – The following were points of discussion:
- Is the Council satisfied with the standard order of business for Council meetings?
- If the Council chooses to allow for expansion for use of consent agenda, can the consent agenda be moved to occur immediately following public comment? This would free up staff members from waiting for specific agenda items which may now be on a consent agenda.

There was general Council consensus to move the consent agenda to the front of the meeting before the business agenda.

Public Comment Discussion – The following were points of discussion:
- What is the desired format for public comment as related to guidance in the Governance Manual?
- What is the preferred time limit for overall public comment and individual public comment?

- Does the Council allow for public comment for items on the business agenda that evening (governance manual is contradictory as written)?

As a result of this discussion the general consensus of the Council was to allow public comments on any item and that all comments should be limited to 4 minutes with a 30 second remaining signal to the speaker.

Community Engagement Tools Discussion

Council discussed methods for communicating and engaging our community with Erin Greaves, Communications Manager. The following were points of discussion:
- Community Participation Objectives – Collaborate – Inform – Consult – Involve
  - Collaborate – Partnering with the Public
  - Inform – Inspire, Inform, Change, and Educate
  - Consult – Involve – Harness the Views, Skills, and Knowledge of the Public
- Communications Action Plan

The Council was receptive to the innovative ideas that Ms. Greaves presented.

City Council and City Manager Roles/Responsibilities
- The Council reviewed City Council and City Manager Roles/Responsibilities as outlined in the McCall Governance Manual.
- Staff and Council Re-confirmed concurrence for roles/responsibilities as outlined.

Governance Manual Revision Update

BessieJo Wagner, City Clerk, discussed with Council the structure of the Governance Manual
- Sections to be Eliminated
- Sections to be Condensed

Mrs. Wagner presented a binder with the following documents:
- AIC – Roles and Responsibilities Manual
- AIC - Open Meeting Law Manual
- Idaho Attorney General – Open Meeting Law Manual
- AIC – Ethics in Government Manual
- AIC – Ordinances and Resolutions Manual
- Idaho Attorney General – Public Records Law Manual
- AIC – Planning and Zoning Manual - Smart Towns: A Guide to Growth Management for Idaho City and County Officials

It was noted that the governance manual restated much of what is already in print. The Council was receptive to trimming the Governance Manual to focus on what is unique to McCall. There was also Council consensus to return to referring to Councilors as Council Members.

Comprehensive Plan Kick-off Discussion with Council

Michelle Groenevelt, Community Development Director, presented the following to Council.
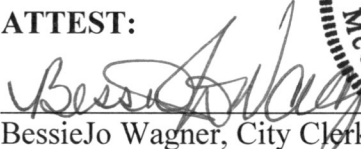- Announcement of stakeholder interviews and the process for scheduling an interview.
- Discuss any Council direction for outcomes within these planning documents.

- Receive a picture of each Council Member and request a single word from each member which represents their desire or vision for McCall's future.
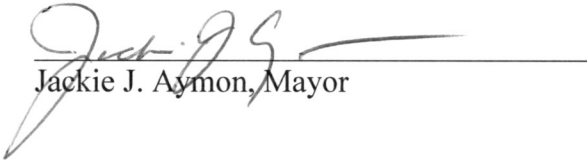
ADJOURNMENT

Without further business, Mayor Aymon adjourned the meeting at 1:15 p.m.

ATTEST:

Jackie J. Aymon, Mayor

BessieJo Wagner, City Clerk