

POULSBO CITY COUNCIL WORKSHOP OF JANUARY 23, 2013

MINUTES

PRESENT: Mayor Erickson, Berry-Maraist, Henry, Lord, McGinty, Musgrove, Nystul, Stern.

Staff: City Clerk Boltz

1. COUNCIL RULES OF PROCEDURE

a. Council Testimony/Representation

The Council requested current and relevant reporting on the various boards and commissions attended by the Mayor. Mayor Erickson explained the amount of time to report out on all board meetings she attends or meetings where she represents the City would be time consuming.

Motion: Move to have the Mayor Pro-tem run the remainder of the meeting.

Action: Approve, **Moved by** Musgrove, **Seconded by** Henry.

Motion passed unanimously.

Discussion included: The need for clarity when representing as an elected official or personal representation; requests for Mayor/Council endorsements in a timely manner with allowance for “emergency” situations.

Changes to Section 1.7 Council Letter Writing Representation:

Suggested modifications included in Attachment A – Draft Council Rules of Procedure

Continued discussion included the Mayors representation at other meetings whether through appointment or organizational make-up and the need for reporting on matters of importance to the City of Poulsbo specifically. Discussion also included Council representation and reporting on board, commission and liaison appointments while maintaining a balance with the regular Council agenda. A was suggestion was made to report through e-mail.

b. Intra-jurisdictional Requests

Councilmembers may bring a matter of concern to the full Council in a presentation format without debate. Council concurrence must be reached on whether there will or

will not be an impact to the City of Poulsbo, staffing or citizens prior to exploring an official position.

Letters of support must be presented by the requesting agency and address relevancy to the City of Poulsbo.

The Council concurred to maintain the soft policy to not endorse ballot measures.

Suggested modifications included in Attachment A – Draft Council Rules of Procedure

c. Citizen Comments & Testimony

Discussion included not responding to citizens during Citizen Comments portion of the meeting; use of Point of Order to address questions and comments from citizens pursuant to Council Rules of Procedure 7.4; revision to 7.2 to maintain a policy of 3-minutes during Council Comments and efforts to add items/presenters to the agenda by amendment at the beginning of the meeting and/or Councils ability to add pertinent City business or discussion to the end of the agenda. The word “Chair” will be deleted from 7.2 in the following sentence, “The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the ~~Chair~~ or Council may deem necessary.”

d. Travel

The Council discussed past practices, current allocations and individual council spending. City Clerk Boltz suggested additional language to be included in the Rules of Procedure to clarify individual council travel and training budget expenditures. Council agreed to hold each member to 1/7th of the travel and training budget.

e. Section 1.3 Attendance, Excused Absences – clarification

City Clerk Boltz explained the process for excusing absences via routing of the absent slip to avoid public announcement of a councilmembers vacations or absence from the meeting for safety purposes. Boltz was asked to confirm whether language in the municipal code is consistent with the Rules of Procedures.

f. Section 4.1 Order of Business

The Mayor and Council discussed a process for approving the agenda with or without modifications at the beginning of the agenda. It was suggested this process be added to the Order of Business to facilitate unanticipated guests or the agenda items.

2. ADJOURNMENT

Motion: Move to adjourn at 9:25 PM.

Action: Approve, **Moved by Henry, Seconded by Stern.**

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC