



A place where families and businesses thrive.

**City Council Boards & Commissions
Subcommittee Work Session #6**

**Tuesday, May 30, 2023
Zoom Community Auditorium**

Minutes approved by Council Subcommittee 08.21.2023.

A. Call to Order

The Council Boards and Commission (B/C) Subcommittee Work Session was called to order at 2:30 p.m. via Zoom Webinar Video Conference.

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson, Council President (Zoom); Karen Martinez; and Timothy Rippe.
2. **STAFF PRESENT:** Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; Paul Downey, Assistant City Manager/Finance Director; and Miles Glowacki, Economic Development Manager.

B. Agenda Topics

1. ***Sustainability Commission (SC)*** was established in 2013 by City Council. The SC is responsible for goals outlined in the Sustainability's Annual Work Plan. Goals that focus on three aspects of sustainability to include: Environment, Economic, and Social.

Discussion/Recommendation:

The SC must have a narrower scope under its bylaws, and to receive better direction from City Council. Consider dissolving SC and instead forming a task force with specific topics it needs to address as directed by City Council

In addition, discussion ensued regarding increasing staff's workload when a B/C forms a new task force or subcommittee to work on a specific issue and appoints more than two members. Downey advised a public meeting is defined as two (2) or more B/C members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C, i.e., requires publishing an agenda, taking minutes, making Zoom and in-person meeting accommodations and requires staff support and/or staff attendance.

The group concurred that if a B/C desires to form a task force or subcommittee with more than two members, the B/C must first obtain City Council approval. The group concurred amending the rules to reflect this change.

2. ***Building Board of Appeals*** was established, pursuant to City Code § 150.002, in order to hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of building codes as adopted by the city. Building Code Board of Appeals consisting of five members appointed by City Council for three-year terms. The members must be qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the jurisdiction. The Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the Building Official.

Discussion/Recommendation:

Dissolve Building Board of Appeals. The Board was appointed in 2006 and has never had a reason to meet.

3. *Main Street Program*

Discussion/Recommendation:

Roundtable discussion ensued regarding the Main Street Program, which is based on the Main Street Approach: a common-sense, strategy-driven framework that guides community-based revitalization efforts or strengthening the downtown economy.

Pohl advised staff is recommending forming a Main Street Committee who meets regularly and establishes the Main Street Program.

Glowacki advised the preference is eventually forming a nonprofit foundation, or an independent joint committee of two nonprofits, or an advisory board with its own dedicated funding source and budget.

Gustafson provided an overview of the work the Task Force has completed, noting the Task Force was supposed to bring a recommendation to the City Council, but it has not happened yet. In addition, Gustafson advised the City Club is willing to take the program over and would partner with the Chamber.

Rippe advised he would like to see it standing on its own as a nonprofit foundation with a staff liaison assigned as nonvoting member.

Martinez concurred.

In conclusion of the above-noted discussion, the group concurred with scheduling an upcoming City Council work session regarding establishing a Main Street Committee and reporting on the next steps. Staff will invite a representative from the State to give an overview.

C. Adjournment

The meeting adjourned at 3:37 p.m.