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**Council Sub-Committee Work Session Minutes
B&C Program of Work**

**Thursday, September 6, 2018
3:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented September 24, 2018.***

1. ROLL CALL:

Council President Johnston called the Council Subcommittee Work Session to order at 3:32 p.m.

ROLL CALL: COUNCIL SUBCOMMITTEE PRESENT: Thomas Johnston, Council President; Timothy Rippe; and Malynda Wenzl.

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: B/C PROGRAM OF WORK

Ruggles and VanderZanden facilitated the above-noted Council Subcommittee work session, noting at the work session held on August 28, 2018, the Subcommittee's consensus was to draft a bylaw template and draft Council Rules for further review. VanderZanden presented a PowerPoint presentation outlining a draft of the proposed amendments to the Council Rules of Procedure, Section 14, Advisory Boards, Commissions and Committees (B/C); a draft bylaw template; and an overview of the statutory and non-statutory B/C. In conclusion of the above-noted presentation, VanderZanden reminded the subcommittee to keep in mind that some of the language has been rewritten from Resolution No. 2006-10, policy relating to the B/C appointment process, which is being proposed to be repealed and inserted as a new section in the Council Rules.

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued as the Council Subcommittee had an opportunity to review and discuss the proposed amendments to the Council Rules. In conclusion of the above-noted exercise, the Council Subcommittee made minor inscriptions and concurred with the following amendments (new and ~~deleted~~):

14.1 – (herein referred to as "B/C")

14.2 – Council-adopted Goals and Objectives

14.3 – no changes

14.4 – unless authorized by Council or required by state law and ~~of any board~~

14.5 – unless required by state law and voting members

- 14.6 – unless required by state law and voting members
- 14.7 – no changes
- 14.8 – no changes
- 14.9 – ~~prepare~~ review and/or review minutes
- 14.10 – interviewed after ~~one~~ every term
- 14.11 - ~~An excused absence will be given for good cause, i.e., illness, family obligations, employment requirements, scheduled vacations or other reasons beyond control. For an extended leave of absence for medical or other serious reason, the board member shall notify the staff liaison or City Recorder's Office and report the anticipated leave of absence timeline.~~
- 14.12 - Chair, ~~the staff liaison and/or the City Recorder's Office.~~ For To fill vacancies
- 14.13 - ~~prepare~~ compose. If approved by a majority of voting members. Meeting cancellation notice shall be posted at the meeting location prior to the meeting date/time.
- 14.14 – no changes
- 14.15 – no changes
- 14.16 – no changes
- 14.17 – no changes
- 14.18 – no changes

Council President Johnston opened the floor and roundtable discussion ensued regarding the B/C purposes. VanderZanden posed questions about B/C purposes and potential changes to assure the purpose is met or another purpose is proposed. The Subcommittee concurred that all B/C should be up to nine (9) members and to reflect this in the Council Rules. They also agreed to retaining student advisors on each of the B/C, excluding Budget Committee and Planning Commission, as voting members, two-year term, and informing students as an incentive to apply for the opportunity of attending the National League of Cities Conference in Washington, D. C. There was also discussion of having the student advisors meet annually in joint work session to discuss lessons learned and collaboration and report to Council annually.

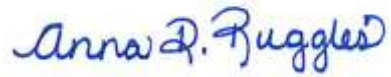
The next Council Subcommittee Work Session was scheduled for Tuesday, September 25, 2018, 3:30 p.m., at which time, Council Subcommittee will review final draft Council Rules; bylaw templates and consider recommendations for the non-statutory B/C.

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

3. **ADJOURNMENT**

Council President Johnston adjourned the Council Subcommittee work session at 5:37 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder