

CLE ELUM CITY COUNCIL
STUDY SESSION MEETING MINUTES
March 31, 2022

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1. Members Present: :

Mayor McGowan, Matthew Lundh, John Glondo, Sarah Lackey, Steven Harper, Siw Bay-Hansen, Beth Williams and Ken Ratliff. Also present: Gary Berndt and Kathi Swanson.

2. Unfinished Business:

Review and Discussion of the Draft Mayor/Councilmember Handbook.

Discussion by Council:

Chapter 6 – Ethics and Standards of Conduct

- Mayor McGowan read an email from City Attorney Alex Kenyon regarding the proposed code of ethics, and enforcement processes. Examples were provided as to how local governments have chosen to enforce their ethics codes. The email will be forwarded to each councilmember for their review.
- Members agreed to finalize this chapter as the final step in this process.

Chapter 7 – Social Media:

- Mayor McGowan expressed concern regarding the process that needs to be followed.

Chapter 8 – City Business :

- Councilmember Harper proposed using a simpler version of Robert’s Rules of Order. Councilmember Lundh suggested using “Robert’s Rules of Order in Brief” as the basis for conducting business meetings. The City will obtain a copy of the book for review. Councilmember Harper commented the Robert’s Rules of Order Newly Revised is a good guide to use, as well.

- Mayor McGowan noted, over the years, decisions have been made by consensus.
- Councilmember Glondo noted the version of Robert’s Rules that is chosen must be identified in the handbook.

• **8.01 – Meeting Types:** Correct the Planning Commission and Historic Preservation Commission to require a quorum of 3 members, not 4.

• **8.01 A. Regular Meetings:** Third paragraph should be changed to read “Meetings can also be canceled by the Mayor or Commission “Chairperson”. Remove the word “board”.”

• **8.01 Meeting Types – Special Meetings:** Councilmember Harper suggested adding a paragraph addressing how the Council or Mayor may call an emergency meeting. This can be done by following the verbiage in the second paragraph (page 38) and adapt the final sentence in that paragraph to Emergency meetings rules.

• **8.01 Meeting Types – Executive Sessions:** This subchapter is fine as is.

• **8.02 E – Excluded Meeting Types:** Councilmember Harper commented the Finance Committee has to provide notice in order to meet in private so as not to violate the OPMA. *The Finance Committee can deliberate without meeting the noticing requirements by calling an emergency meeting. Add this recommendation to the Handbook.*

• **8.03 Meeting Agendas A – Standing Order of Business:** Members discussed having Public Comments on the agenda twice. One is for non-agenda items, and one is for items on the agenda after they have been discussed. Currently, there is one Public Comment (non-Agenda Items). If citizen comments are needed, a public hearing is held. *Members agreed to strike the second public comments (agenda item 10).*

• **8.03 Meeting Agendas A – Standing Order of Business:** Members discussed removing the Council Comment Agenda Item (7) from the agenda. Mayor McGowan noted the focus needs to be that these are business meetings. Councilmember Harper asked the members present who is in favor of having Council Comments as a permanent bullet point on the agenda and asked for a straw poll on who is in favor

1 of having Council Comments and Concerns as a permanent bullet point to the agenda. Councilmembers
 2 Ratliff and Harper recommended allowing a councilmember to amend the agenda to add Council
 3 Comments and Concerns at the beginning of a meeting *if the councilmember has a specific comment or*
 4 *concern that is not already on the agenda.* Councilmembers Lundh and Williams suggested leaving
 5 Council Comments and Concerns on the agenda to allow a councilmember to present something for
 6 council's consideration, with a limit of 3 minutes for the presentation. A straw vote was taken: "Should
 7 Council Comments and Concerns be retained as a permanent agenda item". Councilmembers Ratliff,
 8 Harper, Glondo and Lackey voted in opposition. Councilmembers Lundh, Bay-Hansen and Lundh voted in
 9 favor. The majority showed opposition to leaving Council Comments on the agenda. **Resolve by the vote:**
 10 ***Remove Council Comments and Concerns from the agenda. Recommendation: Allow a councilmember***
 11 ***to amend the agenda at the beginning of a meeting to Add Council Comments. Those comments must be***
 12 ***germane to City Business and be limited to 3 minutes. Councilmember Harper recommended replacing the***
 13 ***highlighted yellow section on page 40 with the current agenda as it is generally published by the mayor,***
 14 ***business as usual.***

15 • **8.03 Meeting Agendas – C – Council Planning Calendar:** Members discussed the purpose of a
 16 Council Planning Calendar. Suggested purpose: Provide Homework for the council as much ahead of time
 17 as possible for discussion at a future council meeting. (Point: Change 6. City Manager to City
 18 Administrator.)

19 • **8.03 Meeting Agendas – E – Action Concerning Ballot Propositions:** Members discussed this
 20 section briefly. Councilmember Lundh noted the council can support or non-support, as a body, on county
 21 ballot propositions.

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 23 **3. Adjournment by Motion:**

24 ***The next Study Session to discuss the Mayor/Councilmember Handbook will be held on 04/20/2022 from***
 25 ***4 pm until 5:30 pm. This date will be confirmed at the 04/11/2022 Council Meeting.***

26
 27 ***The Study Session adjourned at 5:35 pm.***



 Mayor



 Attest