

GRAND JUNCTION CITY COUNCIL WORKSHOP SUMMARY
June 4, 2018 – Noticed Agenda Attached

Meeting Convened: 5:33 p.m. in the City Hall Auditorium

Meeting Adjourned: 7:39 p.m.

City Councilmembers present: Councilmembers Bennett Boeschstein, Chris Kennedy, Phyllis Norris, Duncan McArthur, Rick Taggart, Duke Wortmann, and Mayor Barbara Traylor Smith.

Staff present: City Manager Greg Caton, City Attorney John Shaver, Assistant to the City Manager Greg LeBlanc, and City Clerk Wanda Winkelmann.

Mayor Traylor Smith called the meeting to order.

Agenda Topic 1. Discussion Topics

a. **Rules of Procedure for City Council Meetings**

Mr. Caton noted the first item is for Council to discuss possible rules of procedures to govern City Council meetings.

In alignment with the City's Strategic Plan Directive, *Communication, Outreach & Engagement*, and in accordance with City Council's desire for increased citizen participation at meetings, staff presented a memo in November to clarify how increased citizen participation will occur. Subsequent changes were made to improve the process, such as including information on the agendas about how citizens can provide additional feedback to Council, amending the "Citizen Presentation Form" to remove the speaker's address, and standardizing the amount of time allotted to speakers by adding a timer. The memo also addressed meeting decorum, instructions to speakers, and not including the "Non-scheduled Citizens and Visitors" portion on the agenda as there are multiple ways for citizens to provide feedback to City Council.

As part of the next steps in the process ("Phase II"), staff presented a memo in April and "Rules of Procedure" that address:

1. The order of business for Council meetings;
2. The length of Regular meetings;
3. Citizen Comment;
4. Public Conduct;
5. Procedural Decisions;
6. Council Questions and Debate;
7. Basic Rules of Order.

After the April memo and "Rules of Procedure" were distributed to Council, Mayor Traylor Smith provided the following feedback:

1. Invocations should be added to any meeting where the Pledge of Allegiance is given.
2. Voting by acclamation would be acceptable for the consent agenda/amendments.

Staff incorporated these suggestions in red font into the "Rules of Procedure" provided in the Workshop Packet.

City Clerk Winkelmann reviewed the proposed procedures and City Council provided the following feedback:

1. Add a segment to the agenda entitled, "City Manager Report" after "Citizen Comments."
2. Keep the "Non-scheduled Citizens and Visitors" portion on the agenda before "Other Business."
3. Per Mayor Traylor Smith's suggestions, include an invocation/moment of silence for special Council meetings and permit voice votes when allowed.
4. Allow signs and/or props only when they are included as part of a presentation to City Council.

Support was expressed for staff to present the procedures for City Council's formal consideration at the July 18 meeting.

b. City Council Regular Meeting Meetings

Prior to Council meetings being videoed and streamed live, Mr. Caton stated meeting minutes were extremely detailed. As recordings of meetings became readily available, municipalities switched from detailed minutes to more of a meeting summary that included the purpose of the agenda item and the action taken (thus the terms "action minutes" were used to categorize these minutes).

Presently the City of Grand Junction has detailed/summary minutes, where topical detail is provided and deliberations and debate are included. Instead of continuing the practice of providing summary minutes, staff is recommending moving toward "action-plus" minutes. There are two reasons for this recommendation:

1. The purpose of minutes is to capture the action that was taken, not the deliberations; and
2. The video recordings of meetings are kept as permanent records; if additional information is needed, viewing that portion of the meeting video is easy to do.

City Clerk Winkelmann noted the inclusion of three sets of minutes in the Council packet to aid in the discussion:

1. The first set of minutes are the typical summary minutes;

2. The second set of minutes contain "track changes" that show the suggested strike-outs; and
3. The final set would be considered "action-plus" minutes.

City Council expressed support for staff's recommendation to switch to "action-plus" minutes. Additionally, Council requested that the audio recording of workshops be added to the website, with bookmarks or time stamps that would allow citizens to easily find portions of the meeting in which they are interested.

c. Board and Commission Assignments for City Council

Each year, the City Council reviews and determines who on the City Council will represent the City Council on various boards, committees, commissions, authorities, and organizations.

Mayor Traylor Smith reviewed the assignments with City Council and the final designations will be made at the June 6 City Council meeting via resolution.

Agenda Topic 2. Next Workshop Topics

Mr. Caton stated that the July 16 Workshop will be an update of the Community Center.

3. Other Business

- a. Mayor Pro Tem Boeschstein referenced a letter he emailed to City Council from Dr. Scissors, who is present this evening and reviewed his concern about the persistent, severe warm and dry weather and extreme fire danger, and ways to mitigate the risks to outdoor recreation and agriculture. Is there a process where abnormal climate patterns can be explored (such as a working group) and a set of guidelines established?
- b. Councilmember Norris requested an update on the installation of permanent restrooms at Las Colonias. Council expressed support for staff to explore options for possibly funding these restrooms in 2018-2019.
- c. Councilmember McArthur requested information about a recent memo regarding Roadway Expansion Projects. Mr. Caton clarified that the costs for the I-70/29 Road interchange (\$60 million) are being shared with Mesa County.

Adjournment

The Workshop adjourned at 7:37 p.m.