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**MINUTES
MARYSVILLE CITY COUNCIL
WORK SESSION
JUNE 4, 2001**

CALL TO ORDER/FLAG SALUTE/ROLL CALL

The work session was convened by Mayor Weiser at 7:00 p.m. in the Council Chambers, and the assemblage joined in the flag salute.

On roll call, attendance was as follows:

Councilmembers Present:	Administrative Staff present:
Dave Weiser, Mayor	Mary Swenson, Chief Administrative Officer
Mike Leighan, Mayor Pro Tem	Grant Weed, City Attorney
Shirley Bartholomew	Ken Winckler, Public Works Director
Jim Brennicks	Suzanne Larsen, Court Administrator
Donna Pedersen	
Suzanne Smith	
John Soriano	

Mayor Weiser advised that Councilmember Dierck was ill and would not be attending.

Mayor Weiser asked for input on the new format of the council packet. One councilmember requested that a larger font size be used when possible. Ms. Swenson noted that items to be discussed at this meeting were in the notebook with a full briefing. Items for future meetings were also included to allow councilmembers to read ahead and gather information from staff, if needed, prior to the meeting where action was scheduled. An additional item had been added to the June 11 agenda for action, awarding the golf course restaurant bid.

DISCUSSION ITEMS

1. Interlocal Agreement with City of Arlington for municipal court services

Suzi Larsen, Marysville Municipal Court Administrator, reviewed the city's contract for court services with the City of Lake Stevens, which would serve as a base for the Arlington contract. The following changes and information were discussed.

- 2.b.4 Public Defender. The city would request that Arlington contract with a public defender to perform those duties, which would allow the city to discontinue providing public defenders for cities. Revised language should read: "Arlington may, at its option, contract for public defender services, in which case it will be responsible for all direct costs associated with the service for Arlington cases."
- Probation services. There was no provision for probation services. Staff desired that the contract require Arlington to contract for these services, preferably with the person that Marysville used. That person carried full liability insurance.

- Case load. Ms. Larsen had estimated a caseload of 1800 citations per year based on Arlington's filing for 2000. That estimate had been revised downwards to 1600 based on filings during the first quarter of 2001.
- Indemnification. Ms. Larsen stated she was unaware of any outstanding claims against the City of Arlington.
- Duration of contract. Ten years.
- Minor corrections. Change "City Administrator" to "Chief Administrative Officer."
- Space constraints. Ms. Larsen noted that the court's need for additional space would exist even without contracting for Arlington's cases.

There were no further questions or additional information requested.

2. Council process/procedures – Resolution #2035

Councilmembers reviewed the resolution extensively, noting the following questions and changes.

- General. Ms. Swenson agreed to supply each councilmember with a copy of *Roberts Rules of Order Newly Revised* and schedule a professional for a brief training session.
- Attendance. Staff will provide a list of the accepted reasons for an excused absence, such as illness, illness or hospitalization of a family member, bereavement, business reasons, vacation. At the beginning of a meeting when the Mayor advised that a member was absent, he would state the reason and say "unless there is an objection, we will consider the absence excused."
- Ex parte communications. Mr. Weed noted that using the Hearing Examiner had removed many of the quasi-judicial hearings from council, but when it was conducting one, councilmembers needed to refrain from having discussions with the parties involved or visiting the property. If a site visit were appropriate, then the entire council should go as a group, following much the same structure as a jury would if it were visiting a scene. He agreed to provide councilmembers with additional information about the Appearance of Fairness doctrine. Ms. Swenson added that Councilmember Handbooks were being prepared and would contain a great deal of helpful reference materials. These would be ready for the New Councilmember Orientation in January.
- Decorum. Add language to stop councilmembers from "blindsiding" one another and staff. Packets were now prepared in ample time for inquiries to be made timely before a meeting. Staff should be encouraged to not answer questions made out of order: "I wasn't expecting that question this evening and am not prepared to answer it; I will have that information available on [date]."
- Motions for Reconsideration.

Mayor Weiser left the meeting at this point (8:30 p.m.).

- Motions for Reconsideration (continued). Mr. Weed noted that the existing rules already allowed the flexibility for a councilmember who was absent on

an excused absence to move for reconsideration of a vote taken at the missed meeting. Reconsideration was appropriate when there was a significant change in information or circumstances regarding an issue but not appropriate in instances where the city had already entered into a contract based on that earlier motion.

State statute gave the Mayor the authority to break tie votes with some exceptions. The council could decide if it wanted to establish those situations as final or if those motions were also open to reconsideration.

Mr. Weed agreed to revise this section to include 1) ability of councilmember, absent on an excused absence, to request reconsideration, 2) votes which were not open to being reconsidered, 3) clarification regarding how the matter was to be brought up (as an agenda item or under "call on councilmembers"), and 4) define situations where the Mayor's tie-breaking vote could not be challenged.

- Meetings – adjournment. Revise to read "unless extended by approval of a motion of..."
- Controlling meetings. Council should have training on the conduct of a proper council meeting.
- Points of order. When a Point of Order was raised, the Mayor would decide unless a majority of the council disagreed, in which case *Roberts Rules* would govern.
- Minor corrections. Change "work shops" to "work sessions" where applicable.
- Executive Sessions. Staff will prepare signs to be posted on meeting room doors advising citizens that council is in Executive Session. (Will not be included in Resolution).
- Meeting place. If council desired an informal setting, including round tables, the meeting could be held in the Fire Training Room, but space for visitors was limited.
- Agenda. Mr. Weed will prepare language requiring co-sponsorship of an item in order to place it on the agenda.
- Public Testimony. Mr. Weed will prepare language clarifying the need for a citizen to request permission to speak on an agenda item, and language indicating that public comments would be taken at times other than public hearings.
- Time limitations. Revise to "the 3-minute limit may be extended by approval of the Mayor or by approval of a majority of council." Regarding the option of one person speaking for a group and using more than three minutes, Mr. Weed noted that different arrangements need to be made for differing situations. Language could be added to the back of the agenda "persons may donate their time to a representative, not to exceed an amount of time reasonable under the circumstances."
- Written comments. Change "Thursday" to "Wednesday."
- Periodic review. Change "even year" to "odd year."
- Parliamentary training. Ms. Swenson agreed to research providing council with training.

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3. Council calendar.

Comments included:

- When council continued its discussion of Goals, budget expectations and timing would also be discussed and then placed on the calendar. Consider July 16 for that discussion.
- Consider having more than two retreats per year.
- Add community festivals, AWC conference, known special workshops.

ADJOURN

The work session adjourned at 9:30 p.m.

Accepted this 11th day of June, 2001.

David Wilson
Mayor

Perry Becker
City Clerk

Ann Maurer
Recording Secretary