

**MEDINA CITY COUNCIL
SPECIAL MEETING MINUTES**

St. Thomas Church, Conference Room
8398 Northeast 12 Street, Medina
Monday, March 28, 2011; 4:00 pm

CALL TO ORDER

Mayor Bret Jordan called the March 28, 2011 Special Meeting of the Medina City Council to order at 4:05 pm.

ROLL CALL

City Council Members Patrick Boyd, Doug Dicharry, Bret Jordan, Janie Lee, Mark Nelson, Katie Phelps (*left meeting at 6:05 pm*), and Shawn Whitney; City Manger Donna Hanson; City Attorney Bruce Disend; Development Services Director Robert Grumbach; Acting Police Chief Dan Yourkoski; Finance Director Nancy Adams; and City Clerk Rachel Baker were present.

APPROVAL OF MEETING AGENDA

MOTION BOYD AND SECOND DICHARRY TO APPROVE MEETING AGENDA AND MOTION CARRIED 7-0 AT 4:05 PM.
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DISCUSSION

City Council Guidelines/Rules (4:05 pm)

Council members discussed guidelines and ground rules documents. The following amendments were provided:

City Council Ground Rules (4:05 pm):

Remove:

- 1(f): "...and have some fun..."
- 1(n)(iv): "Public comment is limited to one minute each and only if they have new information that has not already been mentioned or provided."
- 1(m)(viii): Remove "Not simply a reading of an item into the record."
- 2: Remove sub number 2 and renumber items following to 1(q) and 1(r)
- 3(b): Remove "...the city council first and anything going to one council member will be sent to..."

Add:

- 1(o): No text, email, or phone calls during meetings.
- 1(p): Discussions in council meetings should be limited to items of motion when possible.
- 1(r): "Each member of the city council is granted one public meeting per year where s/he may be in attendance via speaker phone. Executive sessions are excluded from teleconferencing."
- 3(a): Add "city manager" to "Council members may ask *city manager* for up to one hour of research...."
- 3(b): Add "of general interest" to "Information of *general interest* generated by staff or addressed to the city council will be sent to all council members."
- 3(f): Add "*No single council member or committee can provide direction to city manager and staff; only full council consideration.*"

Throughout document replace "should" with "shall".

Add signature line to bottom of document to record agreement and receipt by each council member.

Ensure public comment rules are included on sign in sheets.

City Council Guidelines (5:36 pm):

Direction given to city attorney to revise and return guidelines to council in June for consideration. Discussion included separating guidelines into two documents, first a condensed version including merely ground rules and the second containing additional information and details for use as a resource guide.

Mayor called for a break at 5:46 pm and the meeting was called back to order at 5:52 pm.

City Council Goals/Strategies (5:53 pm)

Council members discussed city council goals/strategies document and the following modifications were offered:

Remove/Alter:

Goal (A): State Route 520: *Protect Medina's interests impacted by State Route 520 construction related to lid design, region wide tolling, transit, park and ride, noise walls, 84 Avenue and control of land use adjacent to the State Route 520 right-of-way.*

Goal (D): Facilities and Infrastructure: *Develop and implement a capital improvement plan that identifies needed projects and financing strategies for maintenance and upkeep, public works shop, park expansion, underground utilities, pedestrian walkways and trails, and storm water improvements*

Add:

Goal (F): Finance: Ensure a sustainable budget whereby ongoing revenues meet ongoing expenditures through the development and maintenance of sound financial policies to include but not limited to maintenance of appropriate fund balances.

Goal (G): Communication: Maximize public awareness and involvement in City business and ongoing issues with continuous evaluation and improvement of communications strategies using industry standards in order to deliver timely information regarding city services, programs, and events.

Review and update document for clarity.

Communication Goals/Strategies (6:06 pm)

Hanson summarized report provided to council members. Council discussion followed and communication was added as a strategic goal.

ADJOURNMENT

MOTION BOYD AND SECOND DICHARRY TO ADJOURN THE MARCH 28, 2011, SPECIAL MEETING OF THE MEDINA CITY COUNCIL AND MOTION CARRIED 6-0 (PHELPS LEFT MEETING AT 6:05 PM) AT 6:32 PM.

The March 28, 2011 Special Meeting of the Medina City Council adjourned at 6:32 pm.

The Medina City Council will hold its next regular meeting Monday, April 11, 2011, at 6:30 pm in the Commons Room at St. Thomas School, 8300 Northeast 12 Street, Medina.

Bret Jordan, Mayor

Attest:

Rachel Baker, City Clerk

Minutes approved 04/11/2011.