



**TALENT CITY COUNCIL
STUDY SESSION MINUTES
TOWN HALL
October 30, 2019 - 5 to 8 PM**

Study Session, Regular Council & TURA meetings are digitally recorded and will be available on the City website: www.cityoftalent.org.

REGULAR COUNCIL MEETING

1. Call to Order/Roll Call at 7:07 PM

Members Present:	Members Absent:
Mayor Ayers-Flood Councilor Land Councilor Berlant Councilor Dolan Councilor Clark Councilor Ponomareff Councilor Harrison	
Also Present:	
Sandra Spelliscy, City Manager Gabriella Shahi, City Recorder Zac Moody, Community Development Director Kurt Sexton, Finance Director LT Snook, Talent Police Department Ann Marie Alfrey, HR Consultant from RVCOG	

2. Speakers Heard on Non-Agenda Items

Dolly Warden:

Warden gave an update on Bee City USA's Leadership's trip to Talent and Southern Oregon. Warden gave a handout to Council regarding local pollinator gardens.

3. City Council & City Manager Communications Discussion (6:23-1:48:50)

The audio recording for this agenda item is not fully audible because a table microphone was used while the group was seated off the dais.

Ann Marie Alfrey, the HR consultant from RVCOG, lead Council and staff through a discussion on communication. Alfrey began by reviewing communication best practices.

Alfrey reviewed the results of the communication survey with Council and reviewed best practices associated with each section of the survey. *The results of the survey are in the agenda packet for this meeting.*

Alfrey discussed the handouts about committing to communication, selective respect, and genuine respect from agenda packet.

Council discussed instituting a verbal "re-set" at the beginning of every meeting as a way to encourage good communication.

Alfrey and Council discussed possible next steps. Alfrey stated she can send out a follow-on communication survey at the start of 2020 with a follow-up discussion of the results.

Council took a short break.

4. Commission and Committee (CCB) Policy Discussion (1:57:34)

Staff Report – City Manager

The city has four commissions and three committees that have been established by ordinance or resolution to act primarily in an advisory role to the City Council in its policy-making capacity. (For the purposes of this discussion the staff is not including the Budget Committee, Architectural Review Committee, or Harvest Festival Committee, which have specific duties outside an advisory role.) Each commission and committee is assigned a Council Liaison, and commissions are assigned a staff liaison as well.

Although the enacting ordinances and resolutions spell out generally the roles and responsibilities of the commissions and committees, the Council has expressed the desire for a more formal policy that addresses how the Commissions and Committees operate on a day-to-day basis, the roles and responsibilities of Council Liaison, and the Council Liaison appointment process. Staff drafted a proposed policy for discussion purposes that focuses on those three areas. Although the policy is presented as a single document, it may make more sense for it to be divided into two or more policies for clarity.

Discussion:

- Council and Staff discussed the following items within the proposed policy:
 - Inclusion of a communications section
 - Section E. Fundraising:
 - Potential complications related to active fundraising due to city budgeting rules and regulations
 - The role of CCBs primarily as advisory bodies to council
 - Use of funds allocated from the Council discretionary fund
 - CCB procedure for requests in the city budget
 - Accepting contributions versus active fundraising
 - Language in this section will be revised for clarity
 - Section B. Meeting Procedure:
 - Instructions for this section will be revised to reflect current process
 - Section C. Recommendations to Council:
 - Mechanism for CCB recommendations to council
 - All CCB recommendations to be sent directly to council
 - Increase content under council liaison section to assist CCB to form proper recommendations
 - Addition of steps to communicate that recommendations have been received

Motion: Councilor Ponomareff moved to extend the meeting 10 minutes. Councilor Clark seconded.

Discussion: Council discussed the need to extend the meeting.

Vote: 4 ayes, 2 nays [Berlant, Harrison]. Motion passed.

- Current requirement of having finalized and signed minutes in order to bring a recommendation forward
- Possible fast track system for time-sensitive recommendations
- Section 5. Liaison Appointment Process and Term:
 - Appointments for ex-officio members
- Council can send other questions about the policy to City Manager for consideration the next time the policy is discussed
- Council discussed the addition of instructions on how to start a new commission or committee

Motion: Councilor Ponomareff moved to extend the meeting 5 minutes. Councilor Clark seconded.

Discussion: Council discussed the need to extend the meeting.

Vote: 4 ayes, 2 nays [Berlant, Harrison]. Motion passed

- Council discussed implementation of a parliamentary training for CCBs

5. City Council Social Media Policy Discussion

Not Discussed

6. Adjournment at 8:14 p.m.

Respectfully submitted by:



Gabriella Shahi, City Recorder

Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.