



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Saturday, January 9, 2021

9:00 AM

Council Chambers

Special Meeting - Retreat

Attend: <https://us02web.zoom.us/j/85293566654>

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Yén Huýnh, Councilmember Dani Madrone, Councilmember Lisa Parshley and Councilmember Renata Rollins

2. BUSINESS ITEM

2.A [21-0024](#) 2021 City Council Retreat

The meeting was called to order at 9:00 a.m.

Enhancing Communication

Councilmembers spent time reflecting on each other's different working styles and what they can do to enhance their ability to work effectively together.

Council Guidebook

Councilmembers discussed possible areas for review and revision in the Council Guidebook. The General Government Committee was tasked with taking the suggestions and creating a draft of the proposed changes for the Council to review.

Leadership and Member Roles

Leadership and member roles were discussed, and the following agreements reached:

Mayor's Role

- Collaborates with the Mayor Pro Tem and City Council to guide the direction of the City
- Knows the Council Members and their interests through regular communication
- Leads meetings and agenda setting
- Attends regional Mayor meetings
- Contacts Councilmembers if an issue coming up is of specific concern or interest to them
- Booster for the City
- Represents the City at ceremonial events
- Sets the boundaries for behavior with Councilmembers, staff and community

members

- With external stakeholders will clarify if an opinion is that of the Council or just her

Mayor Pro Tem

- Collaborates with the Mayor and City Council to guide the direction of the City
- Helps with agenda setting
- Attends regional Mayor meetings
- Supports Mayor in facilitating the meetings
- Knows Councilmembers so she or he can represent member's interests if they come up in the agenda setting
- Contacts Councilmembers if an issue coming up is of specific concern or interest to them
- Tries to mesh the opinions and perspectives of the Councilmembers
- Attends ceremonial events for Councilmembers when the Mayor cannot attend

The Mayor Pro Tem will be appointed in a non-election year for a two-year term. The Mayor Pro Tem can serve two consecutive terms and there must be a break of two years before serving again. If there is a vacancy for the Mayor Pro Tem in the middle of a term, the Mayor will appoint a replacement.

Councilmember Gilman was chosen as Mayor Pro Tem, which will be on an upcoming City Council agenda for formal approval along with interjurisdictional and committee assignments.

Councilmembers discussed the role of Council Advisory Board/Interjurisdictional Liaisons. They reaffirmed the agreement from the 2020 retreat that, when City staff are the primary liaison to a committee, Councilmembers should attempt to attend some meetings. Ideally, if a Council referral is made to an advisory board the initial sponsor of the referral or one of the referral co-signors should attend a meeting of that advisory board.

2021 Committee Assignments

Councilmembers discussed committee assignments for 2021, which will move forward for approval at a future Council meeting.

Assignment -- Delegate/Alternate

Animal Services -- Lisa Parshley/Yến Huỳnh

Capitol Lake Future Process -- Cheryl Selby/Jim Cooper

Communications Board (TCCOM911) -- Renata Rollins/Jim Cooper

Economic Development Council -- Yến Huỳnh/Mike Reid

EMSC (Medic 1) - Renata Rollins

Intercity Transit Authority Board - Clark Gilman/Dani Madrone

JBLM Rep -- Tom Jameson

Law & Justice Council -- Renata Rollins/Cheryl Selby

LEOFF I Disability Board -- Cheryl Selby and Jim Cooper

LOTT Board of Directors -- Lisa Parshley/Dani Madrone
Nisqually River Council -- Dani Madrone
Olympic Region Clean Air Agency -- Jim Cooper/Lisa Parshley
Regional Housing Council -- Jim Cooper/Dani Madrone
Regional Transportation Policy Board -- Dani Madrone/Clark Gilman
Sea Level Rise Governance Committee -- Dani Madrone/Lisa Parshley
Thurston Climate Mitigation -- Lisa Parshley/Yến Huỳnh
Thurston Cty Solid Waste (SWAC) -- Jim Cooper
Thurston Regional Planning Council -- Clark Gilman/Cheryl Selby
Thurston Thrives Coordinating Council -- Clark Gilman/Dani Madrone
Tribal Relations - Scope TBD -- Cheryl Selby, Dani Madrone, Lisa Parshley
Visitors and Convention Bureau -- Mike Reid
Coalition of Neighborhood Assns. -- Yến Huỳnh/Clark Gilman
Liaison to The Washington Center -- Debbie Sullivan
Lodging Tax Advisory Committee -- Cheryl Selby
Mayors Forum -- Cheryl Selby
Arts Commission -- General Government Committee
Bicycle & Pedestrian -- Land Use & Environment Committee
Design Review Board -- Land Use & Environment Committee
Heritage Commission -- General Government Committee
Parks & Recreation -- General Government Committee
PBI Liaison Board -- Finance Committee
Planning Commission -- Land Use & Environment Committee
Utility Advisory Committee -- Finance Committee
Ad Hoc Public Safety -- Lisa Parshley - Chair, Clark Gilman, Cheryl Selby
Finance Committee -- Jim Cooper - Chair, Lisa Parshley, Cheryl Selby
General Government Committee -- Renata Rollins - Chair, Dani Madrone, Yến Huỳnh
Land Use and Environment Committee -- Dani Madrone - Chair, Clark Gilman, Yến Huỳnh
Mayor Pro Tem -- Clark Gilman

The discussion was completed.

4. ADJOURNMENT

The meeting adjourned at 2:00 p.m.