



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, August 17, 2021

5:30 PM

Online and Via Phone

Work Session

Attend: [https://us02web.zoom.us/j/84884845659?](https://us02web.zoom.us/j/84884845659?pwd=QnhhV1pjZjQrUmdMRjQwdy9VS0duUT09)
pwd=QnhhV1pjZjQrUmdMRjQwdy9VS0duUT09

1. ROLL CALL

Present: 6 - Mayor Cheryl Selby, Mayor Pro Tem Clark Gilman, Councilmember Jim Cooper, Councilmember Yến Huỳnh, Councilmember Dani Madrone and Councilmember Lisa Parshley

Excused: 1 - Councilmember Renata Rollins

2. BUSINESS ITEM

- 2.A** [21-0807](#) Discussion of City Council Referral Process; Meeting Types; Advisory Committee Liaison Roles; Operating Agreements and Norms

City Manager Burney introduced the work session, noting it is a follow-up to the mid-year retreat. He introduced meeting facilitator Kerensa Mabwa.

The Council discussed the process for referrals and the General Government Committee's recommendations to refine the process. Which are as follows:

- The Referral Form is filled out and supported by three Councilmembers (current process)
- The Referral Form to be submitted to staff by Wednesday noon, the week before the next Business Meeting to be included in Council packets that are launched on Thursdays and will be discussed during Council Reports and Referrals on the Agenda.
- Referral items move forward with majority approval.
- The Referral Form modified to include the following options: Study Session, Work Session, Staff and Advisory Committee.

The Council refined the referral form further to include language related to climate and equity work.

The Council reviewed recommendations from the General Government Committee regarding Council Meeting types. Which are as follows:

- Two business meeting per month minimum, with one Work Session per month.
- Study Sessions scheduled prior to Business Meetings as Needed.
- Work Session topics to be discussed at Annual and Mid-Year Retreats.

- Business Meeting topics are shorter, routine, no more than 20 minutes.
- Study Sessions are for topics that need longer presentations and/or discussions
- Work Sessions are more conversational, without presentations. Can be facilitated by Mayor, other Councilmembers, or outside facilitator if needed.

The Council discussed specific seating arrangements for each meeting type.

The Council reviewed recommendations from the General Government Committee regarding the role of Council as liaisons to Advisory Committees. Which are as follows:

- Keep Advisory Committees assigned to Council Committee (General Government, Land Use, Finance), but to assign a committee member to each one for clarity.
- Councilmember attendance at Advisory Committee/Commission meetings should be coordinated and communicated through the Advisory Committee Chair in advance.

The Council went through an exercise discussing what they each are looking for in operating agreements. Ms. Mabwa will refine and sort the proposed agreements and the City Council will have a Work Session September 21 to review and finalize their working agreements.

The study session was completed.

3. ADJOURNMENT

The meeting adjourned at 8:09 p.m.