



# Meeting Minutes

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Saturday, January 9, 2021**

**9:00 AM**

**Council Chambers**

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### **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 Yến 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 Councilmembers 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 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  
PBIA 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.