

**COLVILLE CITY COUNCIL AGENDA ITEM  
BRIEFING SHEET**

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**Meeting Date:** March 14, 2017

**Contact:** Mayor Janke

**Topic or Problem Statement:**

Proposal to eliminate the 3<sup>rd</sup> Council meeting of the month when there is one scheduled.

**Type of Briefing:**

Information Only       Discussion Only       Decision Needed

**Background of Situation:**

The City Council currently meets on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Tuesdays of each month. The 3<sup>rd</sup> meeting of the month is typically uneventful with few or no items on the agenda. Staff time to prepare for and attend these meeting is somewhat of a burden. Only a few other cities between 4,000 and 6,000 population have more than 2 meetings a month and the ones that do, have something other than a regular meeting.

I would propose that we eliminate the 3<sup>rd</sup> meeting and instead we always have the option to schedule a special meeting if the need arises. The 5<sup>th</sup> Tuesday only occurs 4-5 times a year, so there would be no significant impact to the public.

**Goals and Objectives: i.e., CFP, Comprehensive Plan, Safety, etc.**

1. Colville is a community where people want to live and work.
  
5. Colville City encourages transparency and communication with its residents.

**Evaluate Alternatives or Options/Consequences of Inaction:**

Alternative would be to continue having the Council meetings on the 5<sup>th</sup> Tuesday of the month when there is one.

**Funding Needed and Recommended Source (BARS #):**

This action would result in a cost savings to the City in Council pay and extra staff time.

**Attachments:**

MRSC email.

**Recommended Action with Justification:**

Council motion to authorize the Mayor to prepare the necessary policy revisions to eliminate the 5<sup>th</sup> Tuesday Council meeting and bring back to Council for adoption.

## Holly Pannell

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**From:** Lynn Nordby <lnordby@mrsc.org>  
**Sent:** Wednesday, January 25, 2017 11:48 AM  
**To:** Holly Pannell  
**Subject:** City Council Meeting Schedule  
**Attachments:** Council Mtg Schedule.xlsx

Holly,

The MRSC web page [Profiles of Washington Cities and Towns](#) includes information on each city's meeting dates and times. Unfortunately there was no way to pull out that information separately so I selected the cities and towns between 4000 and 6000 in population and manually entered the information into a table. If you would like more comparisons you can easily look for additional cities on the web page. I'll attach the table I made to this email and I'll also paste it into this message as well so you can print it out if you desire.

As you can see the most common schedule in this group is two meetings per month.

I hope this helps.

Lynn

City	Pop	Mtgs	Note
Deer Park	4005	1,3 Wed	
Montesano	4105	2,4 Tue	
Chelan	4115	2,4 Thu	
Black Diamond	4305	1,2,3 Thu	2nd listed as a "Town Hall Mtg."
Buckley	4550	2,4 Tue	
Mattawa	4625	1,3 Thu	
Colville	4730	2+	Only when 5th weekly
Sultan	4860	2,4 Thu	
Omak	4925	1,3 Mon	
Blaine	4930	2,4 Mon	
Medical Lake	4945	1,3 Tue	
Wapato	5040	1,3 Mon	
Connell	5365	1,2,3 Mon	2nd listed as a "Town Hall Mtg."
Woodland	5925	1,3 Mon	
Prosser	5940	1,2,4 Tue	1st listed as a "Work Session"
Ocean Shores	5955	2,4 Mon	
Steilacoom	6170	1,3 Tue	

**Lynn Karl Nordby, ICMA-CM**

Public Policy and Management Consultant

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