

Minutes	Tuesday, March 28, 2017
Council Working Session	3:45 PM
Sioux Falls City Council	Carnegie Town Hall
	235 West 10th Street

Members Present: Christine M. Erickson, Michelle Erpenbach, Rick Kiley, Greg Neitzert, Marshall Selberg, Pat Starr, Theresa Stehly

Members Absent: Rex Rolwing

1. Call To Order

Council Vice Chair Rick Kiley called the meeting to order at 3:45 p.m.

2. Discussion Topic(s)

A. City Council Policies & Procedures Discussion

The proposed "City Council Policies and Procedures" manual was discussed section-by-section. Council staff members Jim David, Operations Manager, and Tom Greco, City Clerk, presented the sections to the Council.

There were no recommended changes to the section "Council Seating and Voting Order."

The "Remote Meeting Attendance" section included discussion about the number of times a Council Member may exercise the option to attend remotely, the circumstances under which remote attendance is permissible, the council meeting attendance policy generally (found in the City Charter), and past instances of the need for remote attendance. Staff will provide additional language in the section to address the importance for council members to exercise the remote option only when essential.

The "Changes to Council Meeting Dates/Times" section included discussion about timelines for changes and responsibilities to identify changes. Staff was directed to provide additional language to clarify recommended lead time for changes and responsibilities for identifying possible meeting date changes.

There were no recommended changes to the "Agenda Deadlines and Submission of Documents" section.

The "Public Input" section included discussion about processes and procedures for consent agenda items. There were no recommended changes.

Staff will edit "City Council Hiring Policies" to reduce redundancy in the section by removing all verbiage after the first sentence in the last paragraph.

The "Outside Legal Services" section included discussion about the purpose for such services and clarification of the procedures to implement it. There were no recommended changes.

There were no recommended changes to the "City Council Travel Policy" section as proposed.

The "Carnegie Town Hall Use Policy" section included discussion about the City ordinance regarding the fee for use of Carnegie Town Hall. Staff will explore the provision in ordinance and report back to the Council.

There was a brief overview of the Council Reference Manual and its relationship to the Policies and Procedures manual.

The Council discussed and clarified the meeting attendance provision found in the City Charter.

Staff was directed to make recommended edits and forward the revised proposed version to the Council for review. Upon acceptance of the revised version, the manual will be presented for adoption by resolution at a meeting in the near future.

The draft version of the Policies and Procedures manual will be added to SIRE as an attachment with distribution of the minutes.

### 3. Open Discussion

There was none.

### 4. Adjournment

Council Vice Chair Kiley adjourned the meeting at 4:42 p.m.

Thomas M. Greco  
City Clerk