



DRAFT
Minutes of the Town Council Policy Committee Meeting
November 26, 2024
5:00 P.M.

The Town Council Policy Committee conducted a regular meeting in-person.

MEETING CALLED TO ORDER AT 5:00 P.M.

ROLL CALL

Members Present: Chair/Council Member Maria Ristow and Vice Chair/Vice Mayor Matthew Hudes.

Staff Present: Chris Constantin, Town Manager; Katy Nomura, Assistant Town Manager; Gabrielle Whelan, Town Attorney; and Wendy Wood, Town Clerk.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Minutes of the September 24, 2024, Council Policy Committee Meeting.

There was no public comment.

MOTION: Motion by Vice Chair Hudes to approve the consent item. **Seconded** by Chair Ristow.

VOTE: Motion passed by a unanimous vote.

VERBAL COMMUNICATIONS

There were no verbal communications.

OTHER BUSINESS

2. Discuss and Make a Recommendation to the Town Council to Approve the Modifications to Town Council Policy 2-11 "Commission Appointments, Residency, and Attendance Requirements, and Establishing a Quorum" Related to Attendance

Wendy Wood, Town Clerk, presented the staff report.

The Chair opened public comment.

Michael Kane

- Expressed concerns about the role of Youth Commissioners as voting members of the adult commissions and was not supportive of a July recess for Commissioners.

Lee Quintana

- Requested clarification on the proposed time limit for meetings in relation to the attendance requirements, asked about excused absences, and commented on concerns with Youth Commissioners as voting members.

The Chair closed Public Comment.

The Committee asked questions and discussed the item.

MOTION: Motion by Vice Chair Hudes to change section three (Attendance Requirement) "...at least 70 percent of the meeting" to "...at least 70 percent of the duration of the meeting" **AMENDMENT:** added language to section three (Attendance Requirement) to state that nothing in the policy will prohibit staff from scheduling a special meeting to address Town business. **Seconded by Chair Ristow.**

VOTE: Motion passed by a unanimous vote.

The Committee asked additional questions and had further discussion on the item.

MOTION: Motion by Vice Chair Hudes to add language in the Conflict of Interest section to state that while all Commissioners must comply with the Fair Political Practice Act regarding conflict of interest, all commissioners should avoid the appearance of conflict of interest. **Seconded by Chair Ristow.**

VOTE: Motion passed by a unanimous vote.

MOTION: Motion by Chair Ristow to make a recommendation to the Town Council to adopt the redline policy as amended by motion at this meeting. **Seconded by Vice Chair Hudes.**

VOTE: Motion passed by a unanimous vote.

3. Discussion, Consideration and Possible Action to Revise Town Agenda and Format and Rules Council Policy 2-01

Chris Constantin, Town Manager, presented the staff report.

The Chair opened public comment.

Lee Quintana

- Requested clarification on the reconsidering a decision.

The Chair closed Public Comment.

The Committee asked questions, discussed the item, and provided feedback. The committee expressed some concerns with Rosenberg's Rules of Order in regard to reconsidering a motion and the ability to asking clarifying questions after public comment. The committee requested staff review the policy to address the issues raised and return to the Policy Committee with the revised changes.

4. Discussion, Consideration and Possible Action to Revise Town Code of Conduct Council Policy 2-04

Chris Constantin, Town Manager, presented the staff report.

The Chair opened public comment.

Lee Quintana

- Requested clarification on what level of conduct requires discipline.

The Chair closed Public Comment.

The Committee discussed the item, provided feedback, and requested the item come back for review before going to Council.

ADJOURNMENT

The meeting adjourned at 7:11 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the November 26, 2024, meeting as approved by the Town Council Policy Committee.

Wendy Wood, Town Clerk