



City of Stevenson

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To: City Council
From: Leana Kinley, City Administrator
RE: Council Meeting Minutes Recording Type
Meeting Date: November 19, 2020

Executive Summary:

The current council minutes are recorded in detail. Recently there has been additional time taken by staff and council related to changes to the minutes which do not reflect a change to the actions taken by council. A change to action minutes would reduce the resources necessary to record the minutes.

Overview:

The current City Council Rules of Procedure reference the use of Robert's Rules of Order for council discussion and motions. According to Robert's Rules, minutes are a recoding the actions taken by the body. The current state law, RCW 35A.12.110-Council Meetings, states, "...A journal of all proceedings shall be kept, which shall be a public record." Furthermore, video and audio recordings of council meetings are public records with a permanent retention requirement (GS50-05A-13 Rev.2).

Enclosed is a publication from Jurassic Parliament, "Guidelines for Meeting Minutes in Local Government." Their recommendation for civic or public bodies is action minutes. There are three articles enclosed that go into further detail on detailed, summary and action minutes.

With the meeting recordings currently posted on YouTube, there is the ability to timestamp the minutes for each agenda item. This allows for hearing or seeing the actual discussion. This will also save time in creating the minutes and cost since we employ a part-time minute taker. An example of this can be found on the City of Tenino's website <https://cityoftenino.us/citycouncil/page/city-council-meeting-24>.

Action Needed:

If council wants to move forward with a change to the minutes format, staff requests either a motion or direction to update the council rules of procedure to include the minute format within the document.