

**MINUTES
ORGANIZATIONAL MEETING
DOVER CITY COUNCIL
CITY MANAGER'S OFFICE
JANUARY 3, 2006
6:00 PM**

Mayor Myers opened the meeting at 6:00 p.m. and asked City Clerk Judy Gaouette to administer the Oath of Office.

1. OATH OF OFFICE

The following Councilors were sworn into office: Ward One Councilor Robert Keays, Ward Two Councilor Douglas DeDe, Ward Three Councilor David Scott, Ward Four Councilor Dean Trefethen, Ward 5 Councilor Catherine Cheney, Ward 6 Councilor Harvey Turner, Councilor At-Large Dennis Ciotti, At-Large Councilor Jason Hindle and Mayor Scott Myers.

2. ELECTION OF DEPUTY MAYOR

Councilor Trefethen moved to nominate Jason Hindle as Deputy Mayor, seconded by Councilor Scott.

Councilor Ciotti moved to close the nominations, seconded by Councilor DeDe.

Councilor Hindle stated he will abstain from voting.

Motion passed on an 8-0 vote, Hindle abstained.

3. COMMITTEE APPOINTMENTS

Mayor Myers reviewed the various committees that require Council representation and stated that there are still several openings that no one has volunteered to fill including Arena Commission, Solid Waste Advisory Commission, COAST Bus and Strafford Regional Planning Commission.

Councilor DeDe volunteered to serve as the Council representative on the Arena Commission.

Mayor Myers then announced the appointments (see attached).

He stated a formal resolution will need to be done at the next regular Council meeting for the McConnell Center Committee.

Hindle moved to accept the committee appointments, seconded by Ciotti.

Motion passed on a 9-0 vote.

4. ADOPTION OF 2006-2007 COUNCIL RULES AND REGULATIONS

Mayor Myers stated that he would like to recess the meeting at 6:50 if this portion of the agenda is not finished due to the Inauguration beginning at 7:00 p.m.

The consensus was that the meeting will reconvene at 6:00 p.m. 01/04/05 prior to the Councilor workshop if not completed.

Hindle moved to adopt the Council rules and regulations, seconded by Trefethen.

Trefethen moved to amend Section 12 (F) (Permission Required to Address Council) to 5 minutes (or unlimited), seconded by Ciotti.

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Ciotti would like it to be at the Mayor's discretion instead of a 5 minute limit.

Keays would like there to be no limit and not have people be cut short when speaking.

Scott agrees in theory, but feels that if people don't have their thoughts together they will wander on and on. He stated that people should be able to get their point across in 5 minutes, but that the Mayor could let someone go a little over if necessary.

Keays stated that a limit is fine if it is enforced, which it hasn't been in the past.

Ciotti stated that if someone has a 7 minute speech written out they shouldn't be cut off at 5 minutes and is why it should be at the Mayor's discretion.

DeDe stated that the enforcement has been the problem in the past as well as not requiring a group to have just one speaker which results in a filibuster of the issue. He would like to see one person speak and then present a list of signatures of the group they are representing.

Myers explained that it is difficult to make the decision to cut someone off as they only get one opportunity a month to address the Council and he would rather err on the side of letting people speak longer. Also, there are people who are not comfortable with public speaking and may take longer to get their thoughts together. He also has made announcements before each Citizen's Forum regarding what will be coming up for public hearings so that people will not speak twice on the same issue.

DeDe stated he liked the system the Chamber of Commerce had at the Citizen's Forum to warn that the time was running out.

Myers stated it is difficult to run the meeting and keep track of the time.

DeDe and Scott both volunteered to be the time monitors.

Motion to amend 12(F) passed on a 9-0 vote.

Hindle moved to amend Section 2(A) (Council Meetings) to add "The Council shall meet in regular session on the 2nd and 4th Wednesday of every month.....", seconded by DeDe.

Hindle explained that this would allow the City Manager, Mayor and Deputy Mayor to set the agendas as they currently do, but hopefully eliminate the need to add last minute resolutions at the meetings because there will be more opportunities for the Council to vote on items. He stated it would be at the City Manager's discretion to add an item if it was an emergency.

Cheney agrees with having 2 meetings a month to allow for more public access.

Keays asked if the meetings will be shorter.

Scott agrees with having 2 meetings a month, but also feels that the meetings should be shorter as it is difficult for someone who works all day to then attend a meeting and make decisions at 10:00 p.m. He would suggest 9:30 as a time limit. He also feels that there is too much information thrown at the Council in a short time and that haste makes waste. He would like to see the Council have more time to review items and deliberate the implications on the \$26 million budget.

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Trefethen asked if the time is shortened will the Council still be able to suspend the rules to go past the time limit or will everything be carried over to the next meeting, and he would also like to see a reduction in suspending rules to introduce new items.

Myers wants to clarify if there will be 2 separate meetings a month or will the 2nd one be only if there are carry over issues. He wouldn't like to see agendas continued to the next meeting especially if people are attending for a certain issue and it doesn't get voted on at that meeting.

Hindle stated it is his intention to finish the agenda at each meeting.

Myers stated that he also doesn't like the idea of publicizing that there will be a meeting and then canceling it as the Council has the ability to add meetings when they feel it is necessary.

Hindle stated that the 4th Wednesday would usually be a workshop meeting anyway so it wouldn't be canceling a meeting.

Scott agrees with the Mayor that the citizens need to know for sure that they have a chance to address the Council at Citizens Forums at both meetings.

Keays wants to see important issues at the beginning of meetings so that people don't have to sit there all night waiting.

Trefethen again clarified that the intention is to have 2 full regular meetings a month. Hindle stated yes.

DeDe stated he would like to see the City Manager's report split up over the 2 meetings with each covering different issues.

Motion to amend Section 2-A passed on an 8-1 vote, Myers opposed.

Hindle moved to amend Section 8(A) Order of Business by Deleting-8, Reports of Special and Standing Committees and adding those to 12A-Consent Calendar, and also adding **"Detailed minutes of the meetings can be used as a substitute to an actual written report. All reports will be made available on the city's website for public view, as well as copies made available at the city clerk's office"** to section 8-D, seconded by DeDe.

Hindle explained that he wants to keep the reports on the agenda as part of the record, but leave it to the discretion of the Councilor to decide if they need to discuss the reports separately and pull it off the Consent Calendar.

Ciotti wants to clarify that if there has been no meeting of a certain committee, then no written report needs to be submitted.

Myers stated that with 2 meetings a month the committee reports can be split up based on when there are meetings held. He also added a friendly amendment to delete **"at the discretion of the person making the report and whenever possible"** from Section 8-D as it contradicts the new amendment, Hindle and seconder agreed.

Motion to amend Section 8A –Order of Business and Section 8D passed on a 9-0 vote.

Hindle moved to amend Section 8E- Manager's Report as follows **"The report shall be presented in a written format and provided to the Council in conjunction with the monthly meeting agenda. Copies shall be made available for the public at the city clerk's office and also on the city's website and that it will be available with the agenda packet prior to the meeting"**, seconded by DeDe.

Scott would like the City Manager's Report moved up on the agenda after Citizen's Forum. Mayor Myers stated that there is already a motion on the floor.

Discussion ensued regarding various items Councilors would like to see in the Manager's Report including personnel and cash transfers between departments, legal issues, status of Community Services projects including actual cost, etc.

The consensus was that the City Manager will work towards accommodating these requests in future reports and that the original motion only will be voted on at this time.

Motion to amend Section 8-E passed on a 9-0 vote.

Hindle moved to amend section 8B (Consent Calendar) by deleting "Any resolution, **except a resolution making an appropriation of money**.....", seconded by Trefethen.

Myers stated that this was considered by the past Council but because it was thought that a Code change had to be done first, it hadn't been done. He asked that the appropriate code change be drafted.

Motion passed on a 9-0 vote.

Hindle moved to amend the Rules and Regulations to reflect "Deputy Mayor" in place of "Mayor Pro Tem", seconded by Trefethen.
Motion passed on a 9-0 vote.

Scott moved to amend Section 8A (Order of Business) by moving up the Manager's Report to #6 after the Citizen's Forum, seconded by Hindle.

Scott explained that he would like this moved up as the City Manager is the one employee of the Council and they should be able to ask him questions right after the citizens have spoken so that the questions are fresh in their minds.

Myers asked for a friendly amendment to add it after Public hearings as #7, so that people waiting to speak at the public hearing don't have to wait either, Scott and seconder agreed.

Motion passed on a 9-0 vote.

Turner moved to add an Item to 8-A Order of Agenda, after #4, entitled "Summary of Agenda", seconded by Trefethen.

Turner explained that having a summary of the agenda which would be read by the Mayor as well as being a part of the written agenda would let people know what to expect in the meeting and

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allow people in the audience a chance to appoint a spokesman prior to the Citizen's Forum as they would know what is coming up on the agenda.

Motion passed on a 9-0 vote.

5. ADJOURNMENT

Trefethen moved to recess to 6:00 p.m. on January 4, 2006, seconded by Turner.

Motion passed on a 9-0 vote.

RECONVENE ORGANIZATIONAL MEETING OF JANUARY 3, 2006

City Manager's Office

January 4, 2006

6:00 p.m.

All Councilors were present.

Turner began by stating that when a non-public session is on an agenda, then the section where the public session begins should clearly state "Public Session" so that people can differentiate between the two.

The Mayor stated that this can be directed to the City Clerk and does not need to be a part of the rules.

Hindle moved to amend Section 10, Filing with the Clerk, "Agenda items will be made available after ~~3:00~~ **12:00 p.m.** on the ~~Thursday~~ **Friday** preceding each meeting", seconded by Scott.

Hindle explained that there are various reasons why sometimes the agendas would not be available on Thursday afternoon. The goal is to actually make the entire agenda made available on line so that hard copies will not be needed by most Councilors anyway.

Discussion ensued regarding the use of laptops during Council meetings which if anyone wishes to begin doing, the Council Chambers are able to accommodate.

Motion to amend Section 10 passed on a 9-0 vote.

Hindle moved for discussion purposes the issue of Council requests for information, seconded by Ciotti.

Hindle stated he is unsure how to approach the subject but feels that the issue that has been discussed in the newspaper recently needs to be addressed regarding requests for information.

Cheney stated she is in favor of having access to information because as a Councilor she is tasked to do a job and if the information will save money in the long run, then it is necessary to have. She further stated that she doesn't understand the big budget book

and if the information can be extracted in a different format that is more understandable, then she would like to get it that way.

DeDe stated that it is true that a lot of the information that has been requested may be available on the web but agrees that it needs to be in a digestible format and although the author of the document may understand it, the lay person must be able to understand it too. He would be in favor of establishing a Council Ad-Hoc committee to look at those areas and develop a spreadsheet format to prepare in addition to what's already being published.

Scott explained the history of the Accountant which began in the 1400's in Italy for the Pope to keep track of the assets and feels that it should be the same basic concept for the Council. He further discussed the 80-20 rule and that 80% of the costs are people costs so the Council should understand this so that it can begin to control it and this is the reason for his requests.

Trefethen is not in favor of limiting information but feels that they should try to understand the information that is already available and then if they cannot, ask for a different format. He would also like to see them keep track of the information they have gotten so not to ask for it again. Also if it is on the web, then print it off themselves and save the staff time involved.

Discussion ensued regarding various reports and formats.

Discussion then ensued regarding the confidential nature of personnel records.

The motion was withdrawn with the consensus that common sense should be used in requesting information by the Council.

Next, Hindle discussed the change to the rules limiting citizens to 5 minutes and pointed out that section 7B, Rules of Debate, limits Council discussion to 5 minutes as well and feels that if we enforce it for the citizen's then we should enforce it for the Council as well. DeDe stated that is also according to Roberts Rules of Order.

Hindle then asked for a consensus to allow the public hearings to be published monthly as are currently done rather than bi-weekly in conjunction with the addition of another regular meeting a month as the Clerk needs time to advertise the notices as well as giving the public time to be aware of the proposals. All agreed.

DeDe moved to appoint the Councilor who leads the Pledge of Allegiance at each meeting to be the official time keeper during Citizen's Forum, seconded by Hindle.

Discussion ensued regarding various ways to keep the time.

Motion passed on a 9-0 vote.

Turner brought up for discussion the use of laptops during the Council meetings and possibly having chat rooms for citizens to be able to "talk" to the Councilors and would this be a violation of any rules.

The consensus was that this would not violate any rules but at this time will not be addressed in the Council rules.

Ciotti moved to delete “oral” from Section 14B#3, seconded by DeDe.
Discussion ensued regarding a minority report with Ciotti stating that his intention is to require any minority report to be submitted in writing only.
Motion passed on a 9-0 vote.

Hindle moved to adopt the 2006-2007 Council Rules and Regulations as amended, seconded by Ciotti. Motion passed on a 9-0 vote.

The Mayor reminded everyone that any further amendments to the rules will require a 2/3 majority.

Mayor Myers passed out the seating assignments for the Council Chambers and reminded them that he is still looking to fill several Council representative spots.

Hindle moved to adjourn at 6:55 p.m., seconded by Ciotti.
Motion passed on a 9-0 vote.

Valerie A. French
Deputy City Clerk