

## SPECIAL COUNCIL

March 5, 2018

Mayor Kling called the meeting to order at 5:30 p.m.

Clerk made note that Councilmembers Levi, Hogaboam, Bruner, and Rodriguez were present. Councilmembers Skaug and Haverfield were absent.

Mayor Kling explained the reason for the meeting was to go over the roles of Council, Mayor and staff.

Jim McNall from ICRMP gave the following presentation:

### The Council

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- Legislative branch.
- Powers & responsibilities:
  - ✓ Passing laws and policies
  - ✓ Approving budget & tax levy
  - ✓ Financial oversight, including approving payables



## The Council as a Body

- Only exercises its authority as a body, operating in public meetings preceded by posted notice and agenda.
- An individual councilor has no authority to supervise, discipline or fire city employees.



## City Appointed Officers

- Appointed Officers:
  - ✓ Clerk,
  - ✓ Treasurer,
  - ✓ Attorney, &
  - ✓ Others designated by local ordinance or resolution.
- Process for appointment & removal set in state law.





## City Clerk

- Records custodian
- Issues licenses
- Point of contact for public and media
- Meeting notices, agendas, packets, minutes
- Candidate filing
- May be risk manager



## City Treasurer

- Oversees accounting, financial reporting, & investments
- Publishes quarterly financial report
- Monthly report on city finances to council



## City Attorney

- Legal advisor to city
- Drafts and reviews ordinances, resolutions, policies, and legal notices
- Prosecution often done by contract

## Idaho's Open Meetings Law

- Regular vs. Special Council Meetings
- Meeting Notice & Agenda Must be Posted at City Hall
  - Regular Meetings:
    - ✓ Meeting Notice: Regular meeting day / time / place posted permanently
    - ✓ Agenda: Posted 48 hours before meeting
  - Special Meetings – May be called by the Mayor
    - ✓ Meeting notice & agenda posted 24 hours in advance of meeting



## Developing the Agenda

- City Clerk compiles and posts at city hall.
- Requests for agenda items should be accepted from the mayor, councilors, and city staff.
- Setting the agenda is a shared responsibility and requires cooperation between the mayor and council.



## **Rathdrum** City Council Special Agenda

June 7, 2017  
6:00 pm

Location: City Council Chamber  
8047 W. Main Street  
Rathdrum, ID 83858  
(208) 687-0261

**WELCOME-PLEASE TURN OFF CELL PHONES- Thank You.**

- 1) CALL THE MEETING TO ORDER
- 2) ROLL CALL
- 3) DISCUSSION OF FY17-18 BUDGET/CONSIDERATION OF ADOPTION OF TENTATIVE BUDGET FOR FISCAL YEARS 2017-2018- The Mayor and Council will be meeting to work on the FY17-18 budget. The Public Works budget will be presented and discussed along with additional budget-related topics as needed.
- 4) ADJOURN

## COMMUNICATION

- Staff is critical.
- Mayor – day to day with staff, periodically to council
- Council – check in with dept. heads, resist directing staff
- Best to have reports at meetings.
- Avoid “reply all” type communication for council
- When in doubt consult with the City Attorney
- Avoid the perception of a serial meeting

## Roles & Responsibilities

- Three branches of government:
  - ✓ Executive,
  - ✓ Legislative and
  - ✓ Judicial (Quasi?)
- Separation of Powers
- Checks and Balances



## The Mayor

- Chief executive & administrative officer.
- Powers & responsibilities:
  - ✓ Supervising city employees
  - ✓ Enforcing ordinances
  - ✓ Breaking tie votes of council

Special Council  
February 28, 2018

**MOVED** by Hogaboam and **SECONDED** by Rodriguez to **adjourn** the **meeting** at 6:25 p.m.  
The Mayor declared the

MOTION CARRIED

Passed this 16th day of April 2018.

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MAYOR

ATTEST:

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CITY CLERK