

CITY OF STEAMBOAT SPRINGS  
SPECIAL MEETING NO. SP-2006-08

THURSDAY, APRIL 20, 2006

MINUTES

Mr. Ken Brenner, City Council President, called Special Meeting No. SP-2006-08 of the Steamboat Springs City Council to order at approximately 8:00am, Thursday, April 20, 2006, in the Phoenix Clubhouse, Steamboat Springs, Colorado.

City Council Members present: Ken Brenner, Susan Dellinger, Towny Anderson, Loui Antonucci, Steve Ivancie, Kevin Kaminski, and Paul Strong.

Wendy DuBord, Interim City Manager, and Chad James, Facilitator, were also present.

**NOTE: All documents distributed at the City Council meeting are on file in the Office of the City Clerk.**

**CITY COUNCIL RETREAT (Off-Site)**

This retreat was facilitated by Chad James and the following is what was discussed:

**Proposed Meeting Agenda:**

1. Policy Goal Recap
2. Listing Activities
  - 1) Categories
  - 2) Activities
  - 3) Humanic/ Systemic/ Hybrid
3. What causes Pain?
  - 1) Prioritize
4. How do we Fix it?
5. Action Plans

**Policy Direction:**

1. Create a Robust Affordable-Housing Program
  - Coordinate city's vision with Yampa Valley Housing Authority & other partners – have an idea for the approach
  - Catch-up and Keep-up
  - Actionable approach – have at least 40% of a plan before approaching the other groups

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- Accountability – delegation not abdication
  - Create a critical path with Milestones
  - Have realistic expectations
  - Have clarity and clarify expectations
2. Maintain and Diversify the Economy
- Systemize annual revenue
  - Community Economic Summit – creating awareness throughout the city and communities on Steamboat’s economic structure
  - Maintain current elements and modify to fit the community (i.e. Airport, Triple Crown)
  - Location neutral businesses
  - 2<sup>nd</sup> homes – demographic trends outweigh economic trends
  - Understand the origin of the economy
    - Today v. Future
    - Proactive v. Reactive
3. Ensure Efficient Transportation Infrastructure
- Put a system in place to speed up implementation process
  - Robust funding
  - Changing mindset – increase the use of alternative transportation
    - Ex. Providing everyone in West Steamboat with an electric golf cart to get to the bust station
  - Create a concurrency Management System
    - Establish a level of service standards
    - Infrastructure must stay even with community growth
  - List the things you can affect
  - Proactively work with DOT
4. Enhance Steamboat’s Recreational Assets
- Create and Quantify an inventory of Recreation Assets
  - Create a Plan
  - Maintenance/ Sustainability/ Robustness/ Accessibility
  - Expanding/ Maximizing on existing inventory
    - Finding use for seasonal assets year round
5. Foster an Environmental Ethic through Policy Direction
- Incentives/ support for building with environmental consciousness – gradually go from it being a public benefit to a requirement
  - Create energy budgets
  - Look at policy through cost v. benefit analysis
  - Sustain by quantifying open space preservation economically and not just aesthetically

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- Regulatory Role (i.e. Wetlands) – define
- Planned Unit Development (PUD) Benefits
- Regulation Incentives and Example

#### **Identifying Types of Pain:**

1. Time
2. Listening to each other
3. Information Overload
  - Ability and motivation to a lot the amount of time deserved to a position and issues
4. Mission or Scope Creep
5. Repetition & Redundancy – fear of making a decision
6. Delegation v. Abdication
7. Lack of Trust – Internal & External
8. Sunshine Law – Communication Barriers
  - No system in place to operate effectively under communication barriers
9. Communication
10. Media
  - Misrepresentation
  - Message Distribution

#### **Focus on one Type of Pain:**

1. Type of Pain – Time
2. Cause of Pain – Long City Council Meetings
  - Distribution of Information due to lack of preparation
  - Overanalyzing
  - Lack of focus
  - Too many agenda items & time spent on less important issues
  - Too much focus on project level discussions
  - Wrong type of Agenda Items
  - Discussion without a goal
  - Plans with no Action
  - Community Reports
  
  - Keeping Discussion focused on topic at hand
  - Public Comment
  - Overall Structure
  - Abdication of Responsibility
  - Lack of Resolve
  - Tolerance
3. Action #1 – City Council only sees PUD's & Appeals without “De Novo” for Planning Commission  
Steps to Implement Action:
  - 1) Meet with Planning Commission on May 8<sup>th</sup>, 2006

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- a. Make them aware of the enactment of the Consent Call-Up Ordinance
  - b. Make them aware that the Press Release will go out May 8, 2006 to be published May 9, 2006 defining the new role of council (PUD's and Appeals only), which will be implemented by Jan 1, 2007
  - 2) Press Release out on May 8, 2006 – City Council is making the move to spend more time on Policy Review
  - 3) Planning Commission's new Job Description Drafted by June 1<sup>st</sup>, 2006
  - 4) Meeting with Planning Staff and Commission on June 13<sup>th</sup> - Feedback from them
  - 5) Process to Implement new mission – Create a timeline
  - 6) Adopt new Ordinance on or before Jan 1, 2007
  - 7) Educate Planning Commission to minimum level of competency at city's expense
  - 8) Add a monthly update on City Council's Agenda Review
4. Action #2 – Review and Revamp City Council's Current Meeting Agenda
- Current Agenda with Current Time Structure:**
- 1) City Manager Report – 1 hour
  - 2) City Attorney Report – 5 minutes
  - 3) Consent Calendar, General Business – 5 minutes to 1 ½ hours
  - 4) Community Reports – 15 minutes to 1 hour
  - 5) Proclamation and Recognition – 15 minutes
  - 6) Public Comment – 15 minutes
  - 7) Planning Commission Report – 5 minutes
  - 8) Planning Commission Consent – 1 hour
  - 9) Planning Commission Referral – 2 hours minimum
  - 10) Public Hearing, General Business – 5 minutes to 2 hours
  - 11) Minutes Approval – 5 minutes
  
  - 12) Council Member Reports – 30 minutes to 1 ½ hours
  - 13) Agenda Review – 5 minutes
  - 14) Liquor License Authority – 15 minutes
  - 15) Executive Session – 1 hour
- New Agenda with Recommendations and New Time Structure:**
- 5:00 pm – 6:00 pm:**
- 1) Council Member Review – 15 minutes
    - a. 2 minutes per Member
    - b. Stay Concise and on-topic
  - 2) Agenda Review – 5 minutes
  - 3) City Manager Report – 30 minutes
    - a. Eliminate Repetition regarding reports
    - b. Request **only additional** information or **new questions** to be spoken about

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- c. Add any additional items to media briefing
- 4) City Attorney Report – 5 minutes
- 6:00 pm – 7:00 pm**
- 5) Proclamations and Recognitions – 15 minutes
- 6) Community Reports – 15 to 30 minutes
  - a. 10 minutes of comment, 5 minutes of Council Member comment/ question
  - b. Implement timing control
- 7) Consent Calendar, General Business – 15 minutes
- 7:00 pm – Adjournment**
- 8) Public Comment – 15 minutes
  - a. Implement timing control
- 9) Planning Commission Report – 5 minutes
- 10) Planning Commission Consent – 1 hour
- 11) Planning Commission Referrals – not part of these meetings post Jan 1<sup>st</sup>, 2007
- 12) Public Hearing, General Business – 15 minutes
- 13) Minutes Approval – 5 minutes
- 14) Add Policy Review – 30 minutes to 1 hour

**ADJOURNMENT**

**UNANIMOUS CONSENT:** To adjourn Special Meeting SP-2006-08 at approximately 4:00pm.

**MINUTES PREPARED AND RESPECTFULLY SUBMITTED BY:**

*Julie Franklin*  
Julie Franklin, CMC  
Deputy City Clerk

**REVIEWED AND RESPECTFULLY SUBMITTED BY:**

*Julie Jordan*  
Julie Jordan, MMC  
City Clerk

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**APPROVED THIS 2nd DAY OF May, 2006.**