

**CITY OF SHORELINE
COUNCIL OF NEIGHBORHOODS MINUTES**

September 4, 2013
7:00 pm

Shoreline City Hall

COUNCIL OF NEIGHBORHOODS REPRESENTATIVES PRESENT:

Ballinger – Patty Dooley, Nancy Moreyra
Briarcrest – Ian Taylor, Nat Dahl
Echo Lake – Ellen Wood
Highland Terrace – Krista Tenney
Innis Arden – June Howard, Lee Lageschulte
Meridian Park – Gretchen Atkinson
North City – Nan Skinner
Richmond Beach – Jack Malek, Dave Bannister
Ridgecrest – Patty Hale, Stefanie Gendreau
Westminster Triangle – Brianne Zorn

VISITORS PRESENT: Councilmember Chris Eggen

CITY STAFF PRESENT: Rob Beem, Community Services Division Manager; Nora Smith and Rosie O'Brien-Ochs, Neighborhood Coordinators

I. Call to Order and Roll Call

Chair Atkinson called the meeting to order.

II. Self-Introductions

Each representative and city staff introduced themselves, selecting a physical item and explaining how it represented something about themselves.

III. Public Comment (5 minutes each person; add time as needed)

Cynthia Knox, a Meridian Park resident and an artist, provided flyers and information on Summerset Arts Festival, scheduled for Saturday, September 7. Ms. Knox asked representative to help spread the word in their neighborhoods about the music, sculpture and art-making activities at the upcoming event at Ronald Bog park.

IV. Review Minutes

DECISION: The September 4 agenda was approved.

DECISION: The June 5 minutes were approved.

V. How to Follow-up on New Contacts

Jack Malek, CON Board member, provided a training on how to follow up on new contacts such as the names collected at summer events. Mr. Malek's tips (provided in a hand out) included:

- It takes eight "touches" (contacts) to create a relationship with a new person (examples of touches: newsletter, Welcome Wagon packet, email blast, personal phone call or email or visit, inviting them to a meeting or event).
- The more direct the contact, the more likely a connection will develop (example direct mail "efficiency" is 2,000:1 while a personal referral is 3:2).
- The most effective communication is to ask questions to build rapport (about family, occupation, recreation or what's important to them), not "telling" them lots of information.

Mr. Malek provided a variety of forms for tracking contacts and what kind of outreach has been made. Mr. Malek also covered the six rules for being an effective leader. He emphasized trustworthiness as being key on this list.

VI. Councilmember Update

Deputy Mayor Chris Eggen provided updates on a couple of current items before the City Council:

- The City Council has hired Novak group to help with a nationwide City Manager recruitment process this fall. The hope is to have the position filled in January 2014.
- The City Council is soliciting citizen input on what qualities are important in a new City Manager and what issues are key to the City's future. The link is on www.shorelinewa.gov home page.
- The City signed an Interlocal Agreement with Ronald Wastewater in 2002 that stated the City would assume the utility in 2017. Ronald Wastewater has brought a suit against the City because they think there is ambiguity in state law about whether a vote of the people is required.
- The Point Wells developer BSRE has a permit in hand and is moving forward. Save Richmond Beach and the City of Woodway are involved in a lawsuit against the development but neither has put up a bond to stop action by the developer. Snohomish County will start SEPA process soon; City of Shoreline has an agreement with the developer to do a traffic study that is more detailed than what is required under SEPA.

VII. Group Brainstorm: Creating CON Meeting Ground Rules

Chair Atkinson stated that one "to do" item that came up during the development of the Mission, Values and Action Steps was the idea to create meeting Ground Rules for Council of Neighborhoods. Mission facilitator Jerry Patterson had suggested that creating a common understanding of expected behaviors and norms can help group functioning. Chair Atkinson asked the group to brainstorm possible ground rules which the Board will edit and bring back to the group for review and approval in October.

Brainstormed list:

- Share CON structure items (role of the Board, structure of meetings) on agenda
- One person speaking at a time
- Start and stop on time
- Nice people – no one dominates
- Listening respectfully, listening through what they say
- Round Table – every person from each neighborhood shares something
- Can only speak a second time if everyone has a chance to speak at least once
- Limit the time of conversations – not rambling, follow agenda/schedule
- Executive Committee create overview and share
 - Agenda – how do items get on the agenda?
 - Introduce people
 - Run meetings
 - Any need for recording(?)
- How to handle technology
- Limit side conversations
- End early if no more business
- No blowing up
- Roundtable – get information from other neighborhoods
- Verbal votes after motion is made (for the record)
- Arrive on time – Arrange for alternate if Rep can't come (all Neighborhoods present)
- Specific way to welcome new people

- Listening and don't interrupt speaker
- Really ok to pass (can come back later)
- Have chair recognize people (talking stick? raise hand? Softball or bunny?)
- Work toward common good of whole community

VIII. Announcements

Nora Smith, Neighborhood Coordinator, made comments on the following topics:

- There are new Council of Neighborhood notebooks available.
- Please Correct the list of WEB, FB, social media contacts for your neighborhood and get information back to Nora
- The City Manager has approved \$16,715 worth of Neighborhood Mini-Grants including
 - \$2,715 to Ballinger and Meridian Park for outdoor movie night
 - \$5,000 to Echo Lake for new Mural on Holyrood mural on 205th
 - \$5,000 to Hillwood for adult exercise equipment and fitness classes
 - \$4,000 to RB for Halloween carnivalThere is \$3,285 still available in 2013 so submit any new grant applications now.

Rob Beem, Community Services Division Manager, stated that the City Manager has provided some preliminary budget information to the City Council; he encouraged neighborhood representatives to read the agenda packets for Monday, September 9 to get informed.

Rosie O'Brien-Ochs, Neighborhood Coordinator, stated there would be another World Dance Party in early November.

IX. Adjourn

The meeting was adjourned at approximately 9:00 pm.