

CITY OF McMinnville
MINUTES OF WORK SESSION
of the McMinnville City Council
Held at the Fire Department Training Room
McMinnville, Oregon

Tuesday April 17, 2019 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u>	<u>Absent</u>
	Zack Geary	Remy Drabkin
	Kellie Menke, Council President	Adam Garvin
	Sal Peralta	
	Wendy Stassens	

Also present was City Manager Jeff Towery and Parks and Recreation
Director Susan Muir.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the work session to order at 5:50 p.m. and welcomed all in attendance.
2. DISCUSSION ON COUNCIL ROLES AND RESPONSIBILITIES AND COUNCIL GROUP AND WORKING AGREEMENTS.

Mayor Hill noted that the agreements are for the Council. He stated that most of the time the process works very well but there have been times where there is controversy and a lack of openness. He stated that he would like to memorialize changes. He added that the agreements could be used by other jurisdictions and this is one way to serve others.

Consultant Erik Jensen, of Jensen Strategies stated that the McMinnville City Council functions together well. Typically agreements should bring clarity to the Council's behaviors and roles. It's important for them to have a transferability aspect. It is also important to look at sustainability.

Mr. Jensen distributed a list of mutual expectations from Council interviews and the City Council Group Agreement.

Councilor Stassens felt that there is an effective well-functioning Council and that it is reflected in the values. She stated that the group agreement has not been overt and perhaps the culture of the Council has directed this.

Mayor Hill stated that the agreements should be reviewed annually with Council.

Councilor Peralta felt that it was not important to him to spend a lot of time looking at the agreements. He thought that it was helpful at the initial orientation as guidelines.

Mayor Hill explained that in the past when things aren't working it was helpful to be able to bring it out. He added that there has been successful discussions around the agreements that have improved relationships in the past.

Councilor Stassens indicated that the agreements are important but not urgent. She felt that having the agreement is a good reminder and an important element on how to come up with solutions when the conversations get heated.

Mr. Jensen stated that the current Council has clarity and a good relationship which places them above other Councils. Having the agreements keeps a level of expectations. There are Councils that do not have agreements and guidelines in place and therefore are in a much more difficult situation when they get into heated situations.

Mr. Jensen asked if they would like to combine 2, 4, 16, and 18 of the group agreement. Council President Menke asked Mr. Jensen if he had a suggestion. Mr. Jensen proposed the new language states: "I will respect other members of the Council, even if we disagree philosophically, by articulating my view, listening openly to their perspectives and rationale, sharing my position and intended actions with the Council in a timely manner". Council agreed to the new proposed language.

Discussion ensued regarding the last sentence of item 1 of the group agreement "Once the decision is made, I will generally support that decision". City Manager Towery stated that one would respect the decision making process and perhaps the wording should be changed to "Once the decision is made, I respect that decision". Councilor Stassens felt it is trying to address the process and that the process worked. Council agreed with the proposed change.

Mr. Towery asked about the definition of Administrator. Mr. Towery stated that since this is the City Council working agreement as how they work together as a Council it may be a good idea to remove Administrator. Council President Menke suggested changing Administrator to Mayor.

Councilor Peralta stated that it might be worth looking at a policy on City Councilor conduct.

On item 14 Council felt that the word "Administrator" should be changed to City Manager.

Mayor Hill stated that there should be a full discussion with the full Council. Council felt that item 15 was vague. Councilor Peralta felt that as long as they are following the public meetings law it is acceptable for a Councilor to speak to another Councilor.

Councilor Stassens felt that lobbying could create some dissension. She noted that the body decides, not individual Councilors. Councilor Peralta explained that his concern is that the Council does not do a good job of talking to citizens. He felt that they should be careful on how they approach the policy. Councilor Peralta suggested that item be struck. Mr. Towery stated that they should frame the item as what Council will do. Councilor Stassens felt that there should be conversation and a way that Councilors bring the information back to Council. Mayor Hill felt that the more dialogue on the dais the better. Council agreed to change item 15 to: "I will engage in a robust dialogue with the community in a constructive and inclusive manner."

Council stated that they did not want to have the working agreements sheet any longer.

Roles and responsibilities of Mayor, Council, and City Manager

Mr. Jensen suggested changing "directs" to presides over" on the Council agreement.

Mr. Jensen suggested removing quotation marks.

Council President Menke suggested removing: "sets major goals and objectives, focuses on big issues, and gives direction". She suggested sets polices under provide leadership.

Mr. Towery felt proposed changes to the section "Feels part of the City/ Manger/ Manger "team".

Mr. Jensen would make the changes discussed and the documents would be brought back to Council at a future meeting for adoption.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:10 p.m.

s/s Melissa Bisset
Melissa Bisset, City Recorder