



**Fire Department Training Room
175 NE 1st Street
McMinnville, OR 97128**

**City Council Special Called Meeting
Wednesday, April 17, 2019
5:30 p.m.**

- 1. CALL TO ORDER**
- 2. DISCUSSION ON COUNCIL ROLES AND RESPONSIBILITIES AND COUNCIL GROUP AND
WORKING AGREEMENTS**
- 3. ADJOURNMENT**

The McMinnville Police Department is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or melissa.grace@mcminnvilleoregon.gov.

April 11, 2019

TO: Mayor and City Councilors, City of McMinnville

FR: Erik Jensen, Principal, Jensen Strategies

RE: Preparation for Council Group and Working Agreements

In preparation for the upcoming April 17th work session to discuss the Council's Group and Working Agreements, as well as the Roles & Responsibilities description, we are providing all three documents for your review. In addition, we are also providing the list of mutual expectations that emerged from your pre-retreat interviews.

If you have any preliminary thoughts on elements you would like to discuss or change in the Agreements or the Roles & Responsibilities description, please feel free to share those with me in advance. If you are unable to attend and would like me to ensure a particular section/change is discussed, I am happy to convey your suggestions or comments at the work session. My contact information is: erik@jensen-strategies.com, 503-477-8312.

I look forward to seeing all of you next week.

City of McMinnville

City Council Team Building

Mutual Expectations from Interviews

1. Be humble
2. Be open to feedback
3. Be transparent with each other on positions
4. Respect all opinions
5. Listen
6. Be prepared for meetings – read packets
7. Put personal interests aside
8. Be on time
9. Only take on assignments you have time to fulfill
10. “Show up and do the work”



CITY COUNCIL GROUP AGREEMENT

1. I will individually support the collective decision-making of the Council. If I disagree with the decision made by the council, I will exercise my convictions without personalizing the issue and without eroding the collective reputation of the council. Once the decision is made, I will generally support that decision.
2. If I disagree with a Council action, I will tell the members what I'm going to do about it. If I am not sure of my future actions, I will say, "I disagree, and I will figure out what I am going to do about it." I will notify the Council first of my intended action.
3. I will use and follow the process of the problem-solving strategy adopted by the Council.
4. I will respect the other members of the Council, even though they may differ philosophically; i.e., listening, ask for rationale, accommodate periodically.
5. I will present my rationale for my points of view and when asked for a rationale, I will act positively and offer my data for my conclusion.
6. If I am asked to respond or give my rationale to an issue and I am unready, I will say so, but will provide an approximate time when I will be.
7. I will say what I mean with no underlying messages in a positive manner.
8. I will not personalize issues or decisions.
9. If I have a concern or issue with another Council member or Administrator, I will go to that person first and in a positive, private, and timely manner, and share that concern. I will present my feelings and how those feelings affect me.
10. I will focus on the present and the future and use the past only as data for the present and the future.
11. If I am approached by someone, I will be open and positive and do my best to respond to his/her concerns.
12. I will not blame others for situations that I have opportunity to resolve.
13. I will recognize that the Council's role is to set policy and not to be administrators.
14. I will give other Council members and the Mayor and Administrator "advance" notice of significant matters to be introduced at Council meetings so as to preclude stressful surprises at Council meetings. 'Advance' means at least time to review the data.

15. I will not lobby for a point of view at the exclusion of other Council members.
16. I will feel free to call all the other Council members on my point of view, ask for their points of view, and share my rationale (my best case, your best case).
17. I will follow the intention and the law concerning doing Council business outside of Council meetings.
18. If I feel that the issues I may discuss with another Council member has implications for all Council members, I will attempt to share in a timely manner with the other Council members.

CITY OF McMINNVILLE
Roles and Responsibilities of
MAYOR, COUNCIL, AND CITY MANAGER
February 1, 1991

Mayor

No-voter, catalyst for council, Council leader, spokesperson for City and Council, influences Council agenda, can call Council meetings, and directs Council meetings.

Council Members

Voter, decision makers, establish City policy, represent ward constituency in specific problems, open to opposing points of view (laissez-faire approach versus pro- active approach/role), honestly expressive on all issues, approves and monitors budget, approves any policy changes.

City Manager

City chief of staff, spokesperson/advocate for City departments, liaison with departments and Council, serves at pleasure of Council, administers Council decisions, manages City's budget, presents relevant City issues to the Council, keeps Council informed of new issues, makes recommendations to Council as requested .

ROLES FURTHER DEFINED

City Council

Provide leadership

- Set the example for staff, public.
- Positive, constructive tone.
- Is democratic in process.

Make decisions (policy)

- Set major goals and objectives.
- Focuses on big issues ("has the big picture") Does good preparation.
- Gives direction.

Be a team player

- Values working with staff and demands good staff work.
- Respects staff's role as member of the team.
- Is "up front" - no surprises by timely communication.

Communicate

- Listens to citizens, other City Council members, staff input.
- Communicates questions, opinions, etc., to other City Council persons, City Manager, and staff as appropriate.
- Participates in discussion.
- Gives feedback and evaluates the City Manager.

Mayor

- Does all of City Council roles.
- Leads the group (City Council); sets the tone; (is the "quarterback") Runs effective, professional meetings.
- Performs "ceremonial" duties as head of the City; represents the City Continues ongoing, information communication with City Manager on a regular basis.
- Often speaks for the group.

City Manager

- Carries out City Council policy directives, goals, and objectives; "gets the job done".
- Provides information and makes recommendations to City Council Leads the management team and other employees.
- Is the "link" between Mayor, City Council, and staff Communicates; keeps Mayor and City Council informed.
- Feels part of the City Council/Mayor/Manager "team," shares leadership responsibilities with Mayor and City Council
- Sets the tone and standard for employees by personal and professional example Represents the City.
- Anticipates the future (looks ahead).

Working Agreements



How are we doing?

Not getting it.	Struggling	Getting it sometimes	Getting it	Got it!
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As team members we agree to:

We will respect other members of Council even though we may differ philosophically. We will listen, ask for and provide rationale, and accommodate periodically. We will fully debate issues, but leave our meetings as friends.

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We will, as individuals, support the collective decision-making of Council. If as individuals we disagree with a decision made by Council, we will exercise our convictions without personalizing the issue or eroding the collective reputation of the council. Once the decision is made, we will generally support that decision.

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We value and will maintain, civility.

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We recognize the Council's role is to set policy, and not to be administrators.

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We will not blame others for situations that we, as individuals, have the ability to resolve.

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We will not personalize issues or decisions.

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We will sustain and build on Council's high level of communication and cooperation.

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If we have issues or concerns with each other or the City Manager, we will go to that person first in a private, positive, timely manner and share the concern.

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When approached by someone with concerns or feedback, we will be open and positive, and do our best to respond to his/her issues and concerns.

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Not getting it.	Struggling	Getting it sometimes	Getting it	Got it!
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We will give other Council members, the Mayor, and City Manager "advance" notice of significant matters to be introduced at Council meetings, to preclude stressful surprises at Council meetings.					
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We will be inclusive of all members in our actions, communication, and information-sharing, and we will be mindful of potential "blind spots" to inclusivity.					
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During Council discussion we will strive for brevity.					
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We will foster involvement, taking the initiative to communicate and create links with the community.					
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We will say what we mean, without underlying messages, and in a positive manner.					
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If we have questions about a fellow Council member's perspective, we will not make assumptions, but will "pick up the phone" and discuss it directly.					
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We will focus on the future and on the present, and leave the past behind.					
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