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**City Council Work Session Meeting Minutes
Goal-Setting and Team Agreement**

**Monday, March 14, 2016
5:30 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented March 28, 2016.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:34 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax.

COUNCIL ABSENT: Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: CITY COUNCIL GOAL-SETTING AND COUNCIL TEAM AGREEMENT

Ruggles and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was so Council could review their proposed goals and objectives for Fiscal Year 2016-17, which were identified at the Council Retreat, held on February 20, 2016. Ruggles and VanderZanden reported the Council made no changes to their three existing key goals and Council identified 12 new proposed objectives and carried over 13 objectives from the previous year that were identified as ongoing for a total of 25 proposed objectives for Fiscal Year 2016-17. In conclusion of the above-noted staff report, Ruggles referenced Exhibit A of the staff report, noting the newly revised spreadsheet contains columns showing Council Direction/Actions Needed; Fiscal Impact, if any; projected Time Frames; Departments Assigned; Council Direction as proposed by Council; and Next Steps and/or Status of each proposed objective.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued, to which Council collectively concurred to make no changes to their three key goals and no changes to the 12 new proposed objectives for Fiscal Year 2016-17. In conclusion of the above-noted discussion, Ruggles and VanderZanden advised proposed resolutions adopting the three Council key goals and Council Objectives for Fiscal Year 2016-17 will be presented for Council consideration at the next regular meeting of Monday, March 28, 2016.

Council Team Agreement:

Ruggles and VanderZanden referenced Council's drafted Team Agreement, noting the

Team Agreement was reviewed at the Council Retreat, held on February 20, 2016, and Council made minor edits as outlined in Attachment B of the staff report. Ruggles and VanderZanden reported staff researched other team agreements as directed at the retreat, noting staff found that most team agreements were very similar to Forest Grove's and/or did not contain improvements that would be useful as part of Council's decision-making process.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued, to which Council collectively concurred to a minor edit/deletion as following: #8. "*No use of personal electric communication devices while conducting business at the dais.*" ~~except to send a text message if an urgency arises.~~ However, Lowe warned of potential meeting violations if electronic communication was occurring while at the dais, to which Council collectively concurred that they would leave the dais if the need arises, but that there was no need to include this statement in the agreement. Lowe also stated that she is not signing the Team Agreement as is, unless #10 is wiped out, which reads: "*Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other Councilors.*" In addition, Lowe noted that additional time was needed to review the Council Team Agreement, pointing out Uhing has not provided her feedback. Kidd stated through his own research, he has found that every business has a "Code of Conduct" instead of a team agreement, pointing out he has some ideas that he would like to present as well. In conclusion of the above-noted Council discussion, Mayor Truax advised he would accept comments up until the next Council meeting, to which Ruggles and VanderZanden advised staff would schedule a follow-up Work Session for review of the Team Agreement for the next meeting of Monday, March 28, 2016.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. **ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 6:20 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder