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

**Monday, March 28, 2016
6:00 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented April 11, 2016.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:01 p.m.

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

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director (in the audience); Rob Foster, Public Works Director (in the audience); 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 complete its review of the proposed Council Key Goals and Objectives for Fiscal Year 2016-17 and Council Team Agreement prior to adoption consideration. VanderZanden presented a PowerPoint presentation highlighting the Council Goals and Objectives, which were identified at the Council Retreat, held on February 20, 2016, and reviewed in Work Session, held on March 14, 2016. VanderZanden reported 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 addition, VanderZanden reported staff conducted further research of governing provisions, noting City Charter, Section 10, states "City Council must adopt by resolution rules to govern its meetings and proceeding."; Council Rules of Procedures, Section 5.2, states "Councilmembers shall preserve order and decorum during Council meetings, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer, Council Rules and Council Team Agreement..."; and Section 16.1, states "City Council shall set its goals annually...and shall be adopted at a regular meeting of the City Council no later than the second regular session in March of the year". VanderZanden added staff is recommending Council adopt their Council Team Agreement by resolution, pursuant to the Charter requiring Council to adopt its rules by resolution consistent with other Council legislative actions. In conclusion of the above-noted work session report, VanderZanden advised the Council goals and

objectives are on the Council meeting agenda for this evening for adoption consideration pursuant to the proposed resolutions.

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 proposed objectives for Fiscal Year 2016-17. Roundtable discussion ensued pertaining to Lowe's concerns regarding budget dollars versus concept of realistically incorporating Council objectives into the budget document, to which Mayor Truax replied once Council adopts its goals and objectives, it sends a message to the City Manager to assign to departments, identify funding sources if necessary and determine which objectives will be incorporated into the budget document for the coming year. VanderZanden added it is an integrating, successive process, with staff focusing on next steps and as work begins, status updates occurring periodically, noting staff recognizes that not all the objectives can be feasibly accomplished. Lowe indicated she would support the adoption of the objectives as long as she is not shut down during budget time, to which Mayor Truax spoke about the budget planning process and budget limitations. In conclusion of the above-noted Council discussion, Ruggles and VanderZanden advised proposed resolutions adopting the three Council Key Goals and Objectives for Fiscal Year 2016-17 will be presented for Council consideration during the regular meeting of Monday, March 28, 2016.

Council Team Agreement:

Ruggles and VanderZanden referenced Council's Team Agreement, noting the Team Agreement was edited at the Council Retreat, held on February 20, 2016, and Council reviewed edits at the work session held on March 14, 2016. VanderZanden presented a PowerPoint presentation highlighting the edits to the Council Team Agreement, Exhibit A to the proposed resolution, noting staff edited the first paragraph to reference the adoption pursuant to the resolution number assigned. In conclusion of the above-noted work session report, Ruggles and VanderZanden advised the Team Agreement is on Council meeting agenda for this evening for adoption consideration pursuant to the attached resolution.

Council Discussion:

Mayor Truax advised he is proposing Page 2, signature page, of the Team Agreement be removed, noting Page 2 is no longer necessary because Council would be adopting the Council Team Agreement by a resolution instead. Roundtable discussion ensued pertaining to Lowe's concerns regarding the team agreement and pushing to sign against one's morals; moral right to have a say and right to lobby; not suppressing the ability to do the job as elected officials; state ethics commission guards elected officials'

behaviors; other cities' team agreements; and if team agreements are backed up by state charter rules, to which Mayor Truax replied the City's Charter was changed in 2009 and adopted by the voters. Ruggles noted "home rule" is specific to a locally approved charter rather than by specific state law and concurred most cities have team agreements that were very similar to Forest Grove's team agreement. In addition, VanderZanden advised that if Council adopts rules, these rules are binding to the City unless state law prohibits such legislation. Lowe asked for more discussion before removing Page 2, signature page, and adopting the team agreement by resolution, noting adopting the team agreement by a resolution, perpetuates itself as law. In addition, Lowe indicated she is not signing the team agreement and has concerns with Number 10 of the team agreement, noting she thinks the team agreement should be ripped up and any references to the team agreement removed. Mayor Truax advised Page 2, signature page, would be removed, so a vote rather than a signature would occur if adopted, to which Lowe voiced concern of pushing the team agreement through a vote of the Council.

Wenzl indicated she likes reassessing the team agreement at least once a year because the agreement is a consistent reminder to reflect on her to be a better team member. Wenzl added she views the team agreement as a tool, not a tool used against another member, noting she supports the team agreement and sees the team agreement as being beneficial to the team.

Uhing indicated Council needs teamwork to get through issues and may need an outside third-party mediator. Uhing pointed out in her job environments there have always been team agreements; however, Council's team agreement does not contain consequences or any form of accountability if violated, so it becomes a mute document.

Council President Johnston replied as elected officials, he is uncertain what type of consequences would be in a Council Team Agreement. Johnston noted as Council President, he could act as a mediator, to which Council collectively concurred that an outside entity or a third-party facilitator would be best, not someone close to the issues.

Thompson indicated he would like to proceed and get through the formal actions so Council can move ahead with the budget process, noting he is ready to sign the team agreement, to which Mayor Truax advised Page 2, signature page, is being removed so Council's action would be by formal vote, to which Thompson concurred.

Mayor Truax added he is unsure the issues are at the level of ethics violation, but are more so, communication and personality related, noting he concurs that a third party would be best as long as it is a skilled mediator who can articulate issues between both

parties.

In conclusion of the above-noted Council discussion, Mayor Truax advised the Team Agreement is on Council meeting agenda for this evening for adoption consideration pursuant to the attached resolution, noting Exhibit A, Page 2, signature page, is removed.

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:52 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder