

Council Present:

Jacob Daniels  
Dave Stram  
Jane Vincent  
Brent Gifford

A.J. O'Connell  
Nora Reynolds  
Adam Pelatt

Staff Present:

Jamon Kent  
Roberta Tharp  
R. Scott Palmer

City Administrator  
City Recorder  
Municipal Judge

Council Absent: 0

Press: 1 – Lisa Deleon – The Chronicle

Audience: 14

The Special City Council meeting was called to order by Mayor Dave Stram at 5:05 PM and the Pledge of Allegiance given.

**Public Forum**

There were no public comments

**Oath of Office**

Judge R. Scott Palmer administered the Oath of Office to Adam Pelatt and Brent Gifford.

Mayor Stram announced he would be changing the agenda this evening per governing rules 4.3. The revised agenda will be as follows:

- City Administrator Recruitment Process Recommendation – Jamon Kent
- Upcoming Meetings and Events
- The Council will take a brief recess before entering into Council Training With Stan Biles

**City Administrator Recruitment Process Recommendation – Jamon Kent**

Jamon Kent reported he emailed his report out to the council earlier. Mr. Kent outlined a list of activities the Council will need to face in choosing a new City Administrator.

- Method for Recruitment
- Review and finalize language for the recruitment profile
- Review and set a salary for the position
- Review ordinance language for City Administrator position
- Review final interview process
- Approve final selection and negotiate terms of a contract

Method for Recruitment – Mr. Kent reported he has received four offers to help with the recruiting process as follows:

- Waldron Executive Recruiting Firm - \$25,000 plus expenses
- Jenny Messmer – Former Employee with the League of Oregon Cities, now interim City Administrator in Sweet Home - \$5,000 plus expenses
- Lane County Manager of Employee Relations - \$0 plus direct expenses
- Mike Kelly – Former City Manager in Springfield, currently part-time interim City Administrator in Lowell - \$6,500

Of the four, it is Mr. Kent's recommendation to hire Mike Kelly. Mr. Kelly worked with Mr. Kent to hire Junction City's new administrator, and does a great job in seeking applicant information to fit with what the Council is looking for. In Mr. Kelly's proposal he includes a statement "If the Council is unable to find a quality administrator in their initial recruitment effort, I would not charge an additional fee to undertake a more limited, second recruitment and would only seek reimbursement for any incurred out-of-pocket expenses".

Once the council hires a recruiter, the administrator recruitment profile will need to be approved. Mr. Kent reported he has pulled out the prior profile and has begun updating it.

Mr. Kelly introduced himself to the Council to field questions from the Council.

Jacob Daniels moved Jane Vincent seconded the Council, Interim City Administrator, and Consultant Mike Kelly be responsible for the recruiting process for a new City Administrator; and that the Interim City Administrator be authorized to enter into a personal services contract with Mike Kelly to assist with the recruiting process for an amount not to exceed \$6,500. A discussion ensued regarding previous recruitments Mr. Kelly has participated in. Voted on and the motion carries unanimously.

At 5:30 pm, Mayor Stram called for a brief recess to rearrange the room before entering into Council Training with Stan Biles.

#### **Council Training – Consultant Stan Biles**

At 5:51 pm, Mayor Stram reconvened the meeting and remarked how the Council was about to embark on a process that will lay the foundation for our relationships as council members, and a goal process for the future of our community that may impact us the rest of our lives.

Stan Biles reviewed the agenda for this evenings meeting.

#### **The Council as a team**

Characteristics for a well-functioning team

- Complimentary Skills, Interests, and Abilities
- Common Purpose
- Committed to shared, common, approved formalized guiding principles – principles that guide your committees, team and individual actions. The first building block in establishing the governance of Creswell your way.
- Team and individual commitment to shared, formalized goals, performance based goals.
- Commitment by each individual in the team to the team itself and the team's interest.
- Sustain the accomplishment of the Council's goals

Advantages of those working as a team

- You will do a better representation of constituents
- You will get better informed councilors on council decisions
- It is easier to lead the community when working as a team
- When you are working as a team, your council will achieve more for the community

Evolution of Council Team

- Mr. Biles presented a chart showing time and the performance of the team
- The Council tonight is at ground zero – You have to go thru a process, initialization of the team and what usually happens is, the performance declines in the first phase. As time goes on it will bottom out before you will begin moving up the performance curve. The first thing that you have to do that is put a building block in place (discussion and agreement on your governing principles). Next you need to establish and agree to short term goals, collectively, together, formally, specific, measurable, time certain goals. Once the ground work is laid, you have a potential team. After this you will be able to hold discussion on a future vision for the City.

Hurdles to team success

The largest hurdle is where an individual depresses their interest for the interest of the larger body

- American value of individualism
  - Laws – Bill of rights is for individuals not team rights
  - Pop Culture – reinforces individual as opposed to the team
- Political Process
  - Elected as an individual – Accountable Politics
- Our own Egos
  - We act for self-interest

A discussion ensued regarding listening and Mr. Biles pointed out the larger point is communication; the two aspects of communication in a team is the ability to listen but is also a responsibility and obligation of each

team member to participate and share their thoughts, ideas, perspectives and opinions. The whole key is to be better informed as decision makers everyone has to share their thoughts and ideas and everyone has to listen to them.

Further discussion continued as to what signs show the Council is making progress in moving up the chart. Mr. Biles stated the Council should be looking for these steps:

- Approved protocols that everyone is committed to
- Approved specific, measurable, time certain goals
- Early wins on some of the goals

Discussion ensued on how leadership comes from relationships, the more you know about another person, their abilities and interests. Some of Mr. Biles successful teams have been able to set significant goals, ones that have resistance in the community and accomplish them. They have brought new members on to the council, explaining the protocols and principals and began building relationships quickly. They have begun to do this in part because the diversity on their council represents the diversity in their community. Every community interest is being represented at the table and is being advocated for which gives community credibility to whatever decision is made. They put a huge emphasis on collaboration and compromise. What is right for one community may not be right for the next. The council needs to make it work.

At 6:41 pm, the Mayor Stram asked to take a brief break.  
Mayor Stram reconvened the meeting at 7:11 pm.

**Guiding Principles – The Council will work to establish the Guiding Principles that will guide the inner action as a team and as individuals as a Council**

Definition – Agreed upon and shared statement by everyone on the team, that guides your team in how you work and also guides each team member and how they work.

Examples from other City Councils – most common principles:

- Respect – treat each team member with respect; Act with respect with staff and public at all times
- Transparency- this means something different to every person – decision making and how you go about it; done in public and in open meetings
- Inclusion – principle – you are going to reach out and involve others in your decision making - the public or another organization to participate
- Teamwork – the Creswell way as a team
- Intergenerational equity – treat generations fairly and equally – multi-generation impact – long range planning – infrastructure – and how you fund infrastructure
- Meaningful Public Participation – modern tools to engage the opinions of the public
- Fairness- not showing favorites to one side of town or one group of citizens
- Integrity- usually happens when there has been an incident
- Collaboration with Partners – public system is interwoven – increasing there is less and less that a city does by itself – form partnerships
- The Will of the Majority
- Integrity – always act in a way to brings honor, respect and integrity to your team, City Hall and to the community as a whole. Honest – decent – comply with oath of office – say what you mean and mean what you say -model behavior 24/7

Jacob Daniels asked Mr. Biles for suggestions on ways other than Public Comment to squeeze out public opinions. Mr. Biles responded there are more tools available to the council than any other time in history: Public comment, town forums, go out into the public and meet at other places, computers to do surveys, market e-mail address, Facebook, social media, poster board sessions – town hall meetings where you go out and listen.

A discussion ensued regarding holding meetings in different places around town in order to increase public participation.

**Council workshop**

Mr. Biles asked each councilor to write down the principles they would like to advocate to their colleagues to adopt for the City Council.

Once Councilors had compiled their individual lists, they broke into groups of two to share their recommendations/list of principles each other and explain their importance. Each group was asked to prepare a unanimous proposal to present to the team.

At 8:05 pm Mr. Biles called the group back together to share their lists.

Adam Pelatt and Jacob Daniels

- Integrity – the definition is honesty, trustworthy, good faith in decisions-believing it is in the best interest of Creswell, integrity in all actions-public and private, and if one team member acts up it looks bad on the whole council
- Meaningfulness in actions – Shouldn't do things that doesn't serve a purpose in the community-should be rational- good use of taxpayer funds – serve on behalf of the will of the people – each action should always have a easily discernible positive impact on those who we represent
- Will of the Majority – If council makes a decision that goes against everything you stand for, there should be a little bit of room for descent
- Respect – show respect to fellow council and staff – respect the position of the council by showing up prepared and ready to do business, and having respect for their responsibilities
- Proactive Action – in protection of residents – councilors taking up the responsibility of constituents services – be willing to listen – being proactive rather than losing members of the community
- Transparency – be proactive about showing people the council are proactive
- Objective – finding a way to be objective all the time with decisions we make

Brent Gifford and A.J. O'Connell

- Respect – Respect each other in all we do, pay attention to ideas presented by each other
- Teamwork – Representing the Council as a team – working towards ideas and goals as a team rather than an individuals
- Integrity/Personal Conduct – Representing the community and the position of councilor at all times,
- Inclusion and Transparency – To hear and respect all sides
- Will of the Majority – council being respectfully unified in decisions after vote has been taken and uphold the decision – make sure all parties have their issues on the table
- Meaningful Public Participation – the council represents the community
- Accountability – hold ourselves and each other accountable to task responsibilities and ethics – actions will affect the whole group
- Working for the Council – 100 percent effort and commitment when working for the Council – leaving cell phones in pockets or turned off during meetings

Nora Reynolds and Jamon Kent

- Respect
- Integrity
- Transparency
- Teamwork
- Will of the Majority – doing things fairly
- Fairness – don't show favoritism, be open and fair – put everything on the table
- Collective Wisdom – people of different ages and life experiences are all valued, recognizing diversity to better inform your colleagues

Mayor Stram and Jane Vincent

- Following through on commitments we have made – making sure that if you are going to do something you follow through both individually and as a team
- Personal Conduct – Be positive about the city, don't say bad things about fellow councilors, don't tear down the city or the council – build them up, if something is bothering you talk to the Mayor, City Administrator or Council President
- Face to Face Communication – If you have a question, issue or concern – let's talk – Email is not the preferred choice – face to face
- Collaboration of Partners – Sheriff's Office, Fire Department, School Board, Community Sharing, Family Relief Nursery, Non-profits – Choose a representative best suited to do this for the council and who the partner is
- Inclusion of the whole community – Young and old, Caucasians and Hispanics, rich and poor – we have segments in our population that don't have a voice at the table

- Truthfulness – Promise to tell the truth , the whole truth and nothing but the truth
- Support Council decisions
- Don't spring surprises – Communication between Mayor and Council, don't surprises your colleagues; don't surprise the staff and staff doesn't surprise the council
- Treat staff with respect – this goes with springing surprises – talk with them to find out what they have to say – talk with them not behind their backs especially to the community. Show a level of respect at all times, treat others the way you want to be treated
- Seek public participation – walk arounds throughout the community

Additional add-ons

Jacob Daniels Seeking broad team agreement seeking compromise where necessary – put the objectives of the group ahead of personal ideas

Brent Gifford Confidentiality – Executive Sessions – Don't be talking out in the community about things you should not be.

Mayor Stram Graciousness – From time to time we are all going to make mistakes – there will be times when we break our own rules, the principal of being gracious. Respect public speakers during forum and audience members.

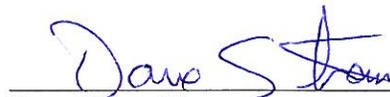
Mr. Biles will take these ideas; combine them into a list, trying to capture the important thoughts without any overlap. He will email the list to the Council no later than Monday morning so everyone will have a chance to review them before the meeting on Monday evening. We will start the meeting on Monday with the draft list of guiding principles and then have a discussion about Council/Manager form of Government – Roles and Responsibilities. After that the Council will set the stage to prepare a draft of short term goals for consideration a week later.

Mayor Stram asked everyone to think about how we could get public input for the goal setting session.

**Adjournment**

There being no further business to come before the Council, Mayor Dave Stram adjourned the Special meeting at 9:20 PM.

  
Roberta J Sharp, City Recorder

  
Dave Stram, Mayor