

CITY OF McMinnville
MINUTES OF SPECIAL CALLED MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Monday, September 18, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Kellie Menke, Council President	Alan Ruden
	Kevin Jeffries	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Library Director Jenny Berg, and Tom Henderson of the *News Register*.

1. CALL TO ORDER: Mayor Hill called the Special Called Meeting to order at 6:07 p.m. and welcomed all in attendance.

2. DISCUSSION REGARDING CITY MANAGER’S SIX MONTH EVALUATION

Sean O’Day, Executive Director of Mid-Willamette Valley Council of Local Governments served as facilitator. Mr. O’Day discussed the process used to conduct the City Manager’s evaluation. The process included a 360 evaluation comprised of: an evaluation of the City Manager by the City Council, an evaluation which included Department Heads, City Hall Staff, frequent Staff contacts and key community contacts, as well as a self-evaluation by the City Manager. Mr. O’Day stated that the alignment was very close. He noted that overall the evaluation was very positive and that the City Manager is performing where the Council wants him to be at six months. He shared that the majority of the feedback received from the 360 evaluation was very positive and noted that it was sent out to 27 stakeholders. There were 23 responses which Mr. O’Day felt was a high response rate.

City Manager Towery stated that he felt good about the way the process was set up and that he was pleased with the feedback received.

Councilor Stassens asked about the question related to providing information to the elected body. City Manager Towery shared that he is unsure if Councilors are getting the information that they need from him since he does not meet regularly with Councilors

outside of Mayor Hill and Council President Menke. He also noted that there may be a missed opportunity by not using work sessions to discuss robust issues. Councilor Stassens agreed that it would be helpful to have these types of discussions earlier on and during work sessions.

Mayor Hill stated that there has been more information coming out from the City Manager's office in the past. He noted that City Manager Towery's approach has been one-on-one meetings.

Councilor Jeffries stated that Councilors are getting a lot more information directly from Department Heads and that he likes this approach. Discussion ensued regarding making sure the City Manager Towery is aware of communication taking place between the Council and Department Heads.

Mr. O'Day noted that the survey shows that City Manager Towery empowers and collaborates with employees.

Mayor Hill shared that he thought that the 360 evaluation was beneficial and that a 360 evaluation will be a part of the process for the annual review.

Councilor Stassens asked about his interactions with Staff and the Management Team. City Manager Towery shared that he meets every-other week with all of the Management Team and that the Management Team meets on a weekly basis. He stated that he has been in all City facilities and has attended staff meetings. City Manager Towery shared that work plans have been done informally but will be done formally in the future. He shared that the Management Team has not had any formal training as a group and that some formal team building needs to be conducted to help be intentional about being a high performance team.

Discussion ensued regarding regular performance evaluations and frequent feedback.

Councilor Jeffries asked about reporting on goals. Mayor Hill commented that the goals that were decided on in February will be encapsulated in the strategic plan.

Mayor Hill asked City Manager Towery if there was anything Council can do to support him as he is moving forward. He asked Council if they are comfortable with the nine goals he identified in his self-evaluation:

- Maintain and improve efforts to communicate directly to members of the Council in the manner and frequency that best fits each member's style and schedule.
- Continue being visible and engage in community events and activities.
- Provide training, support and other resources to build a high functioning team.
- Look for opportunities to work with a broader range and number of employees and to address key needs in the organization, particularly those related to equity.

- Look for chances to work with other local governments, institutions of higher learning, business and community partners to leverage resources to address challenges.
- Address areas of unmet needs for services and facilities that require additional time and focus by setting out and implementing plans for improvement.
- Continue to build relationships with individual members of the council.
- Do a better job of practicing work/life balance.
- Consider innovative approaches to problem solving, organization training opportunities, building leadership capacity and team-building.

Council President Menke commented that she believes the goals are good.

Councilor Jeffries shared that he feels that there have been some false starts. He feels that the Strategic Planning process has taken longer than expected. He asked to know how Council's input plays into it. Council President Menke responded that there has been a lot of change with staff and two new Councilors. She asked that Council give more time for processes to work.

Mayor Hill shared that he felt that the last six months his hopes were for rebuilding the team and he feels that this has been done.

Mr. O'Day stated that having the evaluation being conducted publically speaks well to transparency. He also felt that having an anonymous survey also speaks to the core value of transparency. He noted that this transparency will help rebuild trust.

City Attorney Koch reminded Council that he is now being reviewed by the City Council as he now reports to the City Council. Mr. O'Day shared that he would be happy to help facilitate this process.

Councilor Garvin and Councilor Stassens thanked City Manager Towery for his cohesive and positive leadership.

3. ADJOURNMENT: Mayor Hill adjourned the Special Called City Council Meeting at 6:56 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder