



SCAPPOOSE *Oregon*

MONDAY, OCTOBER 21, 2024

CITY COUNCIL

WORK SESSION ~ REVIEW OF CITY COMMITTEES, 6:00PM

COUNCIL CHAMBERS*33568 EAST COLUMBIA AVENUE*SCAPPOOSE, OREGON 97056

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: www.youtube.com/watch?v=mx_ZAPNJERQ.

Mayor Backus called the work session to order at 6:00 p.m.

Present: Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Jeannet Santiago; Councilor Kim Holmes; Councilor Andrew Lafrenz; Councilor Marisa Jacobs; City Manager Benjamin Burgener; and City Recorder Susan M. Reeves.

Remote: Sierra Trass, with CET.

Mayor Backus explained we are looking at we're reviewing our City committees. In our last couple meetings, we've been talking about this and we felt that it was a good time with the new city manager as well and with new Councilors over the last year or so to kind of visit our committees. We have asked City Manager Benjamin Burgener to lead this discussion.

City Manager Benjamin Burgener went over the staff report. Scappoose City Council has two standing committees they are responsible for: Parks & Rec Committee and the Economic Development Committee. Each Committee has a council liaison. Parks and Rec Liaison is Marisa Jacobs, Economic Development Committee Liaison is Jeannet Santiago. Understanding effective roles, responsibilities, value, and communication protocol continue to be a topic of misunderstanding which is limiting the effectiveness of the council's, committees, and staff's time. Provided in the in the packet is the City of Florence's Committee manual which was provided as one of the model manuals from the League of Oregon City. While there are a lot of similarities to our committee bylaws, there is additional information discussing the value and structure of different types of committees. This model manual could be used to start the initial conversation about committees in general, as well as future meetings when updating current committee bylaws and operating procedures. Before updating operating procedures, it is important to understand the council's vision and direction of using council committees. Having a visioning workshop will help provide better understanding as a council team to catalyze additional discussion, structure and direction for Council's committees. Future project scope, staff time, and resource allocation.

RECOMMENDATION:

For the initial workshop, possible discussion topics could include:

- 1) How did we get here?
- 2) What are the value and benefits of the current committees to the council?
- 3) What are their purposes?
- 4) What does success look like?
- 5) What recent successes have the council committees had?
- 6) Have there been obstacles or missed opportunities for additional success?
- 7) What has gotten in the way of continual success?
- 8) What risks does an ineffective committee create for each stakeholder?
- 9) Where does the council want to go with council committees?
- 10) Are the committees advisory only, action, or a hybrid, should they remain the same, what does that look like?
- 11) Should the committees be ad hoc - based off project needs, permanent, or a hybrid?
- 12) Sustainability?
- 13) How are committee members recruited and appointed? What are the qualifications of committee members?

City Manager Benjamin Burgener explained these Council committees are set up for the Councils benefit and to help you and staff to accomplish and help with the goals and objectives that you have set as we see up on the wall, the six different goals. He explained not saying anything about our current committees, this is just that first discussion of just understanding what committees are and getting feedback from the Council to kind of set that vision going forward, so then we can go into what types of committees and what policies and processes we want to follow and to tighten up maybe the difficulties that we've had or not had and to kind of discuss those. He explained some of that will be discussed today because that helps set that vision. He explained the reason he wanted to kind of take a little bit more time on this is he knows that the Council has had several different meetings in the past trying to address operations, pitfalls, issues of miscommunication or whatever may be and when he was reviewing that, he just felt, that we need to take a step back and understand why we have these in the first place, because some of those things can come from just not having direction or from operational issues. There are a lot of different reasons that can cause those, and so he just wants to make sure that we're right based before we address maybe the other part of the problem. He highlighted some items in the handout from the City of Florence.

Mayor Backus explained he looks at having these committees as an opportunity to have them do some leg work that Council or staff can't. The committee members are people that are usually entrenched in the community, that are out there talking to the community, and they have a vested interest in whatever committee they're on, and they help do some of the leg work, help raise some of the questions that Council or staff are not seeing. He explained this is the purpose that he sees of why we would want a permanent committee. He feels it gives more voices, and lets us hear more from the community, and be more transparent.

Councilor Santiago talked about how they have discussed that Council doesn't want committees to direct actions to staff. The process would be the Council liaison would have a discussion with Council and then Council would give any direction needed to the City Manager.

City Manager Benjamin Burgener explained the discussion this evening is to find out are we really getting out of the committees what we want.

Councilor Jacobs explained we have goals, and those goals talk about a lot of things and then we have objectives that are like projects and a lot of those projects are like 90% - 95% staff. She explained she is thinking of like a committee and like wanting to harness the energy and talents of our community, she thinks it really starts with us getting clear on what are our goals, and she thinks we have an opportunity coming up to really refresh these goals and get a little bit more crisp and clear and then make them a part of that process. She thinks from the previous goal setting, the committee was not invited, and she thinks we have an opportunity to do better.

Councilor Holmes talked about how Council has tried to apply structure. She explained every year the committees come before Council, and they have their goals, and they have a summary of what they've accomplished. She explained the committees do have Council approved direction and it's not just a singular thing, there are a range of things for them to work on so it's not that we're entirely lacking structure or focus or direction for them, but there is a disconnect in ensuring that that is maintained or there's like accountability to sticking to that or accountability to continue to direct them. She would like to explore where that disconnect is because she does think we have a good plan for structure reporting engagement. She explained what she would like to get out of the committees is much of what Mayor Backus said. She explained the more people that we can get engaged with the local government in this community, the better off the City will be in having relations with the community across all the departments, and we are a Community that's faced with a lot of change in the future. She thinks continuing to have avenues for the community to engaged is a benefit overall.

Council President Miller explained for him he thinks it needs to be the committee members out in the community, basically bringing us back more information from what our constituents want to see in these various parks. He does think that we need to focus on timing and our structure so that the committees give their updates before the Council goal setting. Maybe they need to give a presentation or ideas to Council ahead of goal setting so that we can implement or discuss those, or at least discuss those different ideas during goal setting. He thinks at that point officially, if we are to keep committees, that would be the time that we adopt those official plans as a Council, so that staff also has direction on what they think they need to do.

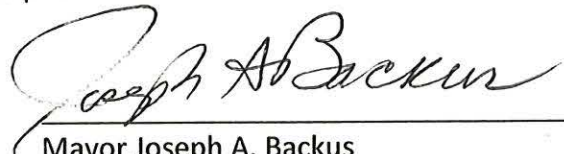
Councilor Lafrenz explained he was the liaison for the EDC for a while and one thing that he thinks is important to mention is the difference in how each of the meetings are ran. He gave examples of that.

Mayor Backus, Council, and City Manager Burgener continued the discussion.

City Manager Burgener asked Council to send him their opinion of each committee and he will put it all together and present it at the next work session.


Adjournment

Mayor Backus adjourned the work session at 6:58 pm.



Mayor Joseph A. Backus

Attest:



City Recorder Susan M. Reeves, MMC