

LA PINE CITY COUNCIL SPECIAL MEETING AGENDA

Friday, March 26, 2010

Special Session - 12:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Discussion with Range Rider. Roger Jordan
The City Council will discuss options with Range Rider, Roger Jordan, concerning the City's recruitment of a part-time, interim City Manager.
5. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. The meeting is subject to cancellation without notice. The meeting is open to the public and interested citizens are invited to attend. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Luana K. Damerval at (541) 536-1432.

LA PINE CITY COUNCIL SPECIAL MEETING MINUTES

Friday, March 26, 2010

Special Session - 12:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

Mayor Shields called the meeting to order at 12:03 pm.

2. Establish Quorum

Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele McAfee

Councilor Don Greiner

City Attorney Jeremy Green - excused by prior arrangement as not required for this meeting

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Councilor Ward led the Pledge of Allegiance.

4. Discussion with Range Rider, Roger Jordan

The City Council will discuss options with Range Rider, Roger Jordan, concerning the City's recruitment of a part-time, interim City Manager.

Mayor Shields opened the discussion and stated that she would not be allowing any public comment during the meeting.

Roger Jordan introduced himself as an employee of the League of Oregon Cities consultant. He said he is in business with Bob Wells who is his business partner. Mr. Jordan said he is bringing back a proposal for discussion with the community and Council. Bob Wells said that they provide governmental training at low cost.

Mr. Jordan stated that their recommendation would be to come up with a new City Administrator at least on an interim basis and that you seek someone who has the experience of administering a City. He said that he and Bob will assist the Council in identifying what the characteristics of an interim Manager would be for this City. He said they believe that a part time Manager would be best to start. Mr. Jordan said that even for an interim position the requirements for this City would need to be identified. Mr. Jordan said the proposal would be limited to 40 hours of professional time for

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approximately one week. He said they would assist the Council with identifying the responsibilities of an interim Manager. Councilor McAfee said that the reason the City is in trouble is because people are making administrative decisions that do not have the expertise or knowledge to make those decisions. Roger Jordan said you can use either title and define their scope of work from that title. Councilor Greiner stated that the difference comes from the City Council and what authority they have been given. Mayor Shields said it will all come down to what they want the person to do and then we can name the person as we see fit.

Roger Jordan stated that the most important thing is to build a profile of that person, manager or administrator, and also obtain consensus in the community and at the Council level. He said the duties they see this person assuming would be identified during their analysis work. Roger Jordan said in the end he thinks the City will find that for La Pine, a City Administrator/Manager will be a position the Council will want to keep. He said some of the job duties would include doing a staff job analysis, coordinate office hours, determine what are the priorities for the City, and also what are the personnel policies for the staff. He said administrators are used to working with diverse people. Mr. Jordan said he and Bob will help the Council identify the different characteristics of the people they will be interviewing.

Roger Jordan stated they are charging a flat fee of 40 hours at \$50 an hour plus travel cost. He said there would be no lodging cost if the work was done at the right time. Mr. Jordan said they would help the Council identify the job description, pay and mileage for the Interim Manager. He said they have set it up to come up twice to the City between March 26th and May 7th. Mr. Jordan said they would interview everybody, draft a report and send it to the Council. He said if the Council wanted them to come up for the interviews they would do that as well under this contract.

Roger Jordan stated that he and Bob would be up the week of April 12th to interview everybody and come up with a job description; then the first week of May start interviewing candidates. He said the person assuming this position would identify what your issues are and how to resolve them.

Councilor Ward asked if the City needs to advertise the job and can hire whoever they want to hire. Roger Jordan said he recommended advertising for the job locally plus the candidates list at the League of Oregon Cities. He said they are recommending a part time person who will work with the Council to determine if a part time or full time permanent manager is needed. Roger Jordan also said that he would be interested in interviewing with the Chamber of Commerce staff as well. He said it would be good to advertise locally to see if there are any other qualified people who are not on the list. Mr. Jordan said that there are a number of retired City Managers in this area. He also said that the person would need to live in the area during a period of time. Mr. Jordan said they usually stay over four days and take three days off.

Councilor McAfee thanked Roger Jordan and Bob Wells for paring down their original proposal. Councilor Greiner stated that personally, he would like to see the Council move forward on it. He said the next action would be for the Council to initiate a motion, subject to legal review. Roger Jordan said he and Bob could attend.

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Roger Jordan stated they could be available for interviewing the Councilors on April 13th, 14th and 15th. He said they would submit their recommendation to the Council prior to April 23rd. Mr. Jordan said that interviews could be set up during the first week of May. He said he does not know of any reason that an interim Manager would have to live in the City of La Pine.

Councilor Hedges asked about where the applications would be received. Roger Jordan said that the League of Oregon Cities or City Hall would be the contact place. He said normally what happens with the interim is they take a couple of months helping the Council identify what they want. Mr. Jordan said after the need has been identified, while the interim Manager is still there, they would assist them with the hiring process of a permanent Manager. He also confirmed that for a permanent Manager, the recruitment process would probably be more thorough and widespread. Bob Wells stated that commuting in this area will be a big issue and that it would probably be best to go with a person that lives in the surrounding areas. He also recommended an interim Manager for six months to get things set up and accomplish what is needed. Councilor Hedges said that the two City staff members already have a lot to do.

Roger Jordan said if there was a need for full time, even during the interim period, that hours could be extended. He said they are just trying to help the City get a Manager in place in a short amount of time. Councilor Greiner asked about what amount of money should be set aside in next year's budget so we can move ahead in this area. Mr. Jordan stated that for a seasoned professional that could start to work right away, he would suggest about \$5,000 a month. Mr. Jordan said later on, if they decide to go with someone full time, permanent, the cost would probably be more like \$65,000.

A motion was made by Councilor McAfee and seconded by Councilor Ward to authorize the proposal, subject to legal review, and enter into a contract for the Mayor to sign.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor McAfee</i>	<i>X</i>	
<i>Councilor Greiner</i>	<i>X</i>	

Motion passed unanimously.

5. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Greiner to adjourn the Special Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor McAfee</i>	<i>X</i>	
<i>Councilor Greiner</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 1:03 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval