

# LA PINE CITY COUNCIL SPECIAL MEETING AGENDA

Thursday, May 13, 2010 2:30 p.m.

Senior Center 16450 Victory Way

La Pine, OR 97739

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Review of Interim City Interim Manager Job Description
5. Public Comments on Interim City Interim Manager Job Description
6. Adoption of Interim City Interim Manager Job Description
7. Review and Recommendations of Interim City Interim Manager Applications
8. Staff Comments
9. Council Comments
10. 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 meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are 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

Thursday, May 13, 2010 2:30 p.m.  
Senior Center 16450 Victory Way  
La Pine, OR 97739

## 1. Call to Order

Mayor Shields called the meeting to order at 2:40 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 due to 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. Review of Interim City Interim Manager Job Description

Roger Jordan said that it was unusual to receive as many applications as they had received for an Interim City Manager. He said that the skills and characteristics for an Interim City Manager are different than they would be for a full time permanent City Manager position. Mr. Jordan said that he and Bob Wells have never before done as many interviews with the media and others when assisting with the recruitment of an Interim City Manager. He said they preferred to recommend someone from Oregon who had experience with Oregon law because Oregon has such unique laws. Mr. Jordan said for the full time permanent City Manager you would probably want to require residency in the City of La Pine but not for an Interim City Manager.

Mr. Jordan then went over the four criteria for the position:

- 1) run the office, the overall management of the office including hiring and disciplining; Council can only evaluate one thing and that is termination of an employee
- 2) negotiate contracts for the City subject to Council direction and final approval
- 3) perform purchasing duties as directed by the Council
- 4) assist the Council in creating a vision and establishing goals and priorities

Mr. Jordan stated that the Interim City Manager would also serve as the Budget Officer and needs to be heavily involved in the budget process. The Interim City Manager also needs to be able to go out into the community and build good relationships. Finally, he said, the Interim City Manager needs to assist the Council and

community with selecting a long term City Manager and also assist with a smooth transition. Mr. Jordan said that compensation becomes a negotiated item at the end of the process. Mr. Jordan said it is customary for an Interim City Manager's contract to state that they can be terminated by the Council but usually there is a 30 day payment of wages clause written into that contract. He said a legal contract is something any Interim City Manager would need.

00:18:30

Councilor Ward stated the job criteria was very well done and he supports it. In regard to a question from Councilor McAfee about employee termination, Roger Jordan said that he had an initial discussion with some of the Councilors and they stated they wanted to have approval. He also said they have seen very few cases where and would have full termination authority without the approval of a Council. Bob Wells said the reason is that a Interim City Manager is only employed for a short period of time, but it would be more appropriate for a long term Interim City Manager to have that authority. Roger Jordan said that in the State of Oregon there is a specific way you can remove public employees, it is not like the private sector. He said any good Interim City Manager would have to prove their case before a public employee could be terminated. Bob Wells said that authority to terminate an employee is a policy decision for the Council.

00:22:30

Councilor McAfee stated that in previous conversations and in her interviews with Mr. Jordan and Mr. Wells, they discussed that it was important that this Interim City Manager retain the authority to terminate an employee. She said that if they as a Council were able to make those decisions, the decisions would have already been made. Mr. Jordan said that their recommendations are based on what the standards are and that an Interim City Manager would need to prove their case to terminate a public employee. He said they do not want to put the Interim City Manager in a position of possibly alienating a good part of their support base by trying to terminate an employee during their brief period with the City. Mr. Jordan said if there are changes that need to be made at City Hall the permanent Manager can make those changes. Councilor McAfee expressed concern that since the Council has been also acting as an administrator that it might blur the line for this type of matter. Roger Jordan said that the Council made a decision that they want someone to run the City. He said he does not think that is going to be a problem for any successful Interim City Manager who is not looking for long term employment.

00:26:47

5. Public Comments on Interim City Interim City Manager Job Description

Richard Surrey, area resident, stated that he had submitted an application for the Interim City Manager position. He said while he thinks requiring extensive experience as an Interim City Manager is a good thing, he argued that anyone with good management skills, especially good small business management skills would also be qualified. Mr. Surrey said it bothered him that there was nothing in the recruitment process that stressed utilizing local assets and resources in the La Pine area. Roger Jordan said they stand by their recommendation from what they found with the interviews they had with people and the need for an Interim City Manager, not a full time permanent Manager at this point in time.

00:31:26

Robin Mirrasoul congratulated the City Council for making the decision to have an experienced Interim City Manager who can clean house and make a fresh start. She stated that if the Council has confidence in allowing that person to hire an employee why they would not have confidence for them to terminate an employee. Ms. Mirrasoul said she was concerned that inertia could hamstring that Interim City Manager. She expressed concern that the Council could set a precedent and make even the permanent City Manager not have full authority to terminate employees.

Vicky Jackson stated that the Interim City Manager should have full authority to terminate so that they can see the changes. She said La Pine will be watching how the Council treats the Interim City Manager because if the Interim City Manager's hands are tied they will fail. Ms. Jackson said she was looking forward to the new Interim City Manager running the City instead of the City Attorney.

Stu Martinez, former Mayor of La Pine, stated he was disappointed that he was not interviewed during the process of recruiting a new Interim City Manager since he worked closely with the last City Manager. He advised the Council to let the Interim City Manager manage; the Council is there for policy setting only and needs to let the Interim City Manager manage.

00:36:27

Ginny Woodruff, former Mayor of La Pine, stated that the Council should have loyalty to the two employees for their hard work as well as the employees' loyalty to the Council. She said the Interim City Manager should make recommendations based on their observations as to how the City employees are working. Ms. Woodruff said that twenty hours a week for an Interim City Manager to do all this work seems unrealistic. She said they need someone with total City management experience so the City can move forward quickly. Ms. Woodruff said policies should go before the public for presentation after the Interim City Manager and Council have prepared them.

Dan Varcoe, Chamber of Commerce, stated he appreciated the hard work that was done to get to this point from the Council and also from Roger Jordan and Bob Wells. He suggested that if the Interim City Manager was serving longer than six months the Council should reconsider and give that person full authority to terminate an employee. Roger Jordan said they had discussed an employment period of between six to nine months when they have reviewed the job duration with the applicants.

Wendy Korn, The Eagle newspaper, stated that an Interim City Manager will relieve the Council of a lot of paperwork and also spend more time with the community. She said she would like to see something requiring the Interim City Manager to live in La Pine. Ms. Korn also said that the Interim City Manager will probably end up putting in more hours than twenty a week. She also asked for information of who all applied for the positions. Mr. Jordan said the resumes are available to all of the public at City Hall.

00:46:02

Pam Cosmo stated she was happy to be informed about this meeting through e-mail. She said she was disappointed that there was no notice in the newspaper because there may have been a lot more people attending this meeting. Ms. Cosmo said that she really liked that the previous Interim City Manager got out into the community a lot and she hopes that will occur with this new Interim City Manager.

00:48:00

Roger Jordan said after their evaluation of the needs for the City, they determined that La Pine did need a City Manager. He said, however, since the City does not currently offer a lot of services a part time Interim City Manager would be more practical for right now. Mr. Jordan said that he believes the part time Interim City Manager will be successful in the meantime and that there were also budgetary constraints that had to be considered in regards to hiring a full time permanent Manager right away. He said that it really does not require an MPA degree (Masters in Public Administration) to manage a City. Mr. Jordan said they needed the criteria they had so they could recommend someone who could come in and start managing the very next day. He said the Council wanted to use the League of Oregon Cities to assist with the hiring of a professional and seasoned Interim City Manager. Mr. Jordan said the Interim City Manager will be helping the Council and community select a long term Interim City Manager. He said they really wanted to recommend people for interviewing by the Council who were not looking for a full time permanent job. Mr. Jordan said that it was his understanding that while all public meetings were posted not all of them were advertised in the newspapers. He also apolo-

gized to Stu Martinez and said his name had never come up so that was why they did not interview him.

00:58:32

Councilor Ward said that an Interim City Manager should not have the authority to terminate without consent of Council, but a permanent City Manager should have that authority. He also said that the comments made by Ginny Woodruff were absolutely right on target. No other Councilors had comments.

00:59:13

6. Adoption of Interim City Interim Manager Job Description

**A motion was made by Councilor Ward and seconded by Councilor Greiner to Adopt the Interim City Manager Job Summary**

<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 Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

**Motion passed unanimously.**

1:00:06

7. Review and Recommendations of Interim City Manager Applications

Roger Jordan recommended four candidates for the Council to interview out of 24 applicants. He said the first one is Ross Schultz who is currently the Interim City Manager for Independence, but that assignment is nearing completion. Mr. Schultz indicated to Mr. Jordan that he could be ready to start work by July 1<sup>st</sup>. Mr. Jordan said that Mr. Schultz has also been an Interim City Manager for the City of Sherwood. Harold Anderson was the second candidate Mr. Jordan and Mr. Wells recommended. He said that Mr. Anderson has been an Interim City Manager for a number of years and was recently the Interim City Manager for Clatsop County. Mr. Rogers said that Mr. Anderson scores high on the criteria for La Pine’s Interim City Manager. The third candidate recommended was Dale Shaddock who has been an Interim City Manager, most recently for a small town in Southern Oregon. Mr. Rogers also recommended Rick Allen for the final candidate. He said Mr. Allen is from the Madras area and had served in government there in the past and is also a small business owner and operator. He said he felt Mr. Allen had broad experience for the position. Mr. Rogers said all of these candidates are interested in the Interim City Manager position, which was an important consideration. He said the selection is based on the match and they believe each one of these four people could do a good job as an Interim City Manager.

01:04:23

In response to a question from Councilor McAfee, Mr. Jordan said that he will go through the interviewing process with the Council. In response to a question from Mayor Shields, Mr. Jordan said that Mr. Schultz could be available to start work when needed although he is currently on assignment as an Interim City Manager for another City. In response to a question from Councilor Greiner regarding an applicant named Jerry Gill who has worked in Prineville and also Baker City, Mr. Jordan said he was qualified for the job but Mr. Gill is looking for full time, permanent employment. Mr. Jordan also recommended that all the submitted applicants from the unselected candidate be notified when the City begins recruitment for a full time permanent City Manager.

01:08:40

**A motion was made by Councilor Ward and seconded by Councilor McAfee to Accept the four recommended applicants as interviewees for the Interim City Manager position.**

<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 Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

**Motion passed unanimously.**

Roger Jordan said he will notify the candidates and will set up the interviews on the same day with an interview schedule of one hour for each applicant. During the discussion on possible interview dates, Councilor McAfee stated that regarding a meeting she wanted to schedule on another matter she was told that May 26<sup>th</sup> was not available. Councilor Greiner stated that he was not available on either the day or evening of the 26<sup>th</sup>. After discussion it was decided to schedule the interview meeting for a closed Executive Session on May 26<sup>th</sup> to begin at 4:00 pm and to have a Special City Council Meeting afterward beginning at 8:00 pm. Roger Jordan suggested for the Special City Council Meeting to advertise that there may be an announcement of the selected Interim City Manager, depending on if the Council can come to an agreement during their earlier Executive Session.

8. Staff Comments

None

9. Council Comments

Councilor Greiner stated he was happy at where the City had arrived with the process. Councilor McAfee offered her thanks and Mayor Shields said she was very pleased with the good guidance the City had received from Roger Jordan and Bob Wells.

10. Adjourn

**A motion was made by Councilor Ward and seconded by Councilor McAfee to Adjourn the Meeting at 4:03 pm.**

<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 Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

**Motion passed unanimously.**

Mayor Shields adjourned the meeting at 4:03 pm.

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Mayor Kitty Shields

Attest:

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City Recorder Luana Damerval