

**CITY OF PILOT ROCK**

**SPECIAL COUNCIL MEETING**

**MAY 9, 2011**

**4:04 PM**

**A. ROLL**

The special meeting was called to order by Mayor Virginia Carnes at 4:04 PM. Council members present were Annie Tester, Glen Snively, George Hall, Kacie Moss and Shawna Kirk. Also present were City Recorder Jackie Carey and Chief Darren Richman.

**B. EMPLOYMENT OF CITY RECORDER**

Mayor Carnes stated she felt the Council already offered the city recorder position to Teri Porter when they gave her the phone call.

Councilor Hall stated the Council has not offered the position yet because the Council hasn't gotten the benefit package together yet.

Will the City Recorder be exempt or non-exempt? Recorder Carey stated she did not feel that it meets the criteria for exempt, because the position does not supervise 2 or more full time employees or spend 50% of their time managing.

Hall stated they do not spend 50% of their time in management. They qualify for overtime. Hall agrees with Carey that it should be a non-exempt position.

Kirk questioned whether the administrative exemption would apply. Carey stated that would apply if all you did was work for the Council and not do the day to day operation of the City.

On a motion by Hall and seconded by Tester the City Recorder position will be non-exempt. All members present voted yes.

Benefit Package: Mayor Carnes suggested starting out soft, with the employee paying a portion of their medical coverage. The Council suggested contacting CIS to see if an employee could opt out of coverage.

In checking with the minutes, the Council on May 19, 2009, made a motion to require new hires after July 1, 2009, to pay a portion of their medical insurance. However, the former Council did not determine what percentage.

On a motion by Kirk and seconded by Tester employees hired after July 1, 2009, would pay 5% in their class of coverage. Kirk amended her motion to add it would be reviewed annually. All members voted no.

Hall stated we are going too fast. Moss feels the Council screwed up and she does not feel it is fair for the employee to pay for the Council mistake.

Hall suggested rescinding the Council motion of 2009.

On a motion by Tester and seconded by Kirk all new hires effective May 9, 2011, will pay 5% of their medical, dental and vision coverage effective today. Tester amended her motion to include rescinding the Council's motion of May 19, 2009, regarding medical, dental and vision coverage.

Hall asked why 5%. Tester felt that amount was reasonable. She felt 10% was too much. Hall would like someone to CIS regarding whether the State of Oregon is an at will employee state.

On a motion by Hall and seconded by Kirk the Council directed staff to call Kirk Mylander at CIS regarding an at will statement placed on probationary period. All members present voted yes.

On a motion by Kirk and seconded by Snively, the Council approved a 12 months probation for the new city recorder and she will work 5 days a week 8 hrs. a day. Kirk, Moss, Tester and Snively voted yes. Hall voted no. The motion passed.

On a motion by Kirk and seconded by Tester the Council would like a schedule of all employees by the next meeting. All members present voted yes.

There was some discussion regarding the new city recorder and attending Downtown Association and Chamber of Commerce meetings. Unless the employee is giving a presentation or representing the City in some manner it will be volunteer hours on their own time.

There was some discussion on public records and Kim Bedard's exit interview. A few council members had an exit interview with Bedard. They did not get the approval from the whole Council. This should not happen unless the whole Council approves something. Baleztena, Tester, Kirk and Carnes attended the exit interview.

On a motion by Hall and seconded Snively the Council approved opening the sealed exit interview of Kim Bedard's. Hall, Tester, Snively and Kirk voted yes. Moss voted no.

On a motion by Kirk and seconded by Snively the Council directed staff to do a summary of benefits of the items the Council discussed for offering the job to Teri Porter with a Council sign off sheet. Schedule a meeting for Wednesday night at 7PM if the whole Council does not agree with the offer. All members present voted yes.

Hall, Tester, Moss and Carey will meet with Teri Porter. A drug test will be required before she starts.

## **ADJOURNMENT**

On a motion Snively and seconded by Kirk the meeting was adjourned at 6:20 PM. All members present voted yes.

**APPROVED** \_\_\_\_\_

**ATTEST** \_\_\_\_\_