

CITY OF PILOT ROCK

SPECIAL COUNCIL MEETING

FEBRUARY 14, 2011

6:00 PM

A. ROLL

The special meeting was called to order by Mayor Virginia Carnes at 6:00 PM. Council members present were Annie Tester, George Hall, Glen Snively, Michael Baleztena, John Taylor and Shawna Kirk. Also present were Chief Darren Richman, Public Works Supervisor Steve Draper, Kim Bedard, Angel Williams, Mary Lue Slabik and Granville Davis.

B. CITY RECORDER VACANCY

Councilor Tester stated that the temporary hours for City Hall are short term and should be done in executive session tomorrow night. Councilor Tester added that tonight is for long term options.

Chief Richman stated that Staff had put together a staff report so that Council would have a few more options to compare. The first one is the vacancy and the need to fill the position if the City stays with the City Recorder option. Chief Richman stated that the reason for having the applications sent to him is to keep it fair, so if Kim is going to apply for the job she wouldn't be opening the applications. Richman also stated that the temporary positions would be a short term option to fill in for Recorder duties.

Councilor Hall stated that he felt that these items were approaching the items that he and Councilor Tester were charged with dealing with and bringing to Executive Session. Tonight is to determine if we want to replace a Recorder with a Recorder, have a Chief/City Administrator or hire someone that is a City Administrator/City Recorder. Councilor Hall stated that those are the options on the table for tonight.

Councilor Snively stated that one of the options involved the Chief of Police and he would like to hear from the Chief.

Councilor Kirk stated that she would like to use the Board and put each of the options on one sheet; then place on the board the pros and cons of each option so that Council would be able to visualize each option.

OPTIONS

Councilor Taylor went to the board to write options. Councilor Taylor passed out the Mission Statement and background information. Taylor stated that previously the Council had a subcommittee working on options for a City Manager or City Administrator he would like to revisit these ideas and add some.

Councilor Baleztena advised Councilor Taylor that he should put the options up on the board.

Councilor Taylor's options were as follows:

Option 1 Operate without a City Manager/City Administrator: pros to this option being cost effectiveness and the Council would be more involved, cons being that there isn't any one specific go to person.

Option 2 Operate with a City Manager/City Administrator: pros to this option being that there would only be one person in charge, cons being that it would be considerably more costly.

Option 3 Utilize a Part Time City Manager/City Administrator: partner with a nearby community to share resources.

Option 4 Mayor as a City Manager/City Administrator: would have to change the City Charter for this.

Option 5 Combine Positions of Chief of Police and City Manager/City Administrator: pros to this option being cost effective and dealing with known employees. Take advantage of presently employed staff by increases duties of the Administrative Assistant, Police Sergeant and Part Time Clerk.

Councilor Baleztena stated that his idea was similar to option 5, except promote Kim to recorder and budget training and pay would increase after training completed.

Snively stated that he had confidence in Bedard doing the job. If we have the skills internally there is no need to advertise.

Councilor Kirk stated that Council should be just dealing with positions and not adding names to the positions. Should be looking at the positions only, you don't change the people, we need to continue discussing this as a position and it is nothing against current staff.

Councilor Hall stated that he agreed with Kirk and that Council needs to advertise for the position to see what might be available to the City. Hall continued that the City might just find exactly what they are looking for and it possibly could be Kim but he doesn't know her that well. Hall stated he needed more of Bedard's background.

Baleztena stated that at the County jobs are usually posted internally then if no one applies for them they will advertise them out. Baleztena stated that the reason he wants to stay internal is that he already knows how current staff works.

Councilor Hall stated that Council needs to decide what they are doing, are they going to sit here and offer the job to Kim right now? Hall added that he is not willing to go there. He is not arguing the option, he doesn't agree with the protocol.

Councilor Kirk agreed that some parameters need to be set and the positions need to be defined first.

Councilor Tester stated that she felt that some of the options on the board can be narrowed down, as some are definitely not feasible such as Option 4 Mayor as City Manager/City Administrator. Tester added that with a town this small and the position being unpaid it is just not a very good idea. Tester stated that it is also very important that positions be opened internally, but tonight it is important to figure out the actual job descriptions.

Councilor Hall stated that he wanted to make sure there was no exclusion of advertising out and that there is not a thing stopping current staff from applying for the position. Hall also stated that Council has to decide which option they are going to go with, then Council can decide how to go forward with filling the position. Tonight the Council needs to figure out the long term options.

Councilor Taylor stated that he liked Shawna's idea of talking positions and not people and that Council should rely on Councilor Hall's personnel experience.

Mayor Carnes questioned whether Council would even be willing to tie a Chief of Police to the City Manager position if Darren wasn't involved.

Councilor Hall stated that another option is to stay as is and hire another City Recorder. Councilor Taylor stated that he was opposed to this option. Hall responded that he was aware of this but it is an option that is not being discussed.

Mayor Carnes requested that the Hire a City Recorder Option be added to the board.

Councilor Kirk stated that she would like to see a separate piece of paper for each option.

Councilor Taylor wanted to know if Council replaces the City Recorder then does the City still have a Management Team. Councilor Hall replied that he would not use that term and it would be Department Heads.

Public Works Supervisor Draper stated that he wants to make clear that there hasn't been a Management Team since it was dissolved when Paul Koch was hired.

Chief Richman wanted to know why there was a problem with replacing the Recorder position. The Council can change it at any time and not be locked in for twenty years.

Councilor Hall stated that if the Council goes out to look for what we currently have there might be an applicant who could very easily work into a City Manager/City Administrator who would come to work as a City Recorder to start with. You can put in the job description that the job description is subject to change, and one of the thought processes is that we may turn this position into a Manager/Administrator. That eliminates the higher end of your recruiting and may restrict the number of applicants.

Hall added that you have to be careful when dealing with trimming and or outsourcing work.

Councilor Taylor stated that he has been around a long time and he has never seen management by committee work. You have to have someone who is accountable.

Councilor Hall replied that it has worked longer around here in Pilot Rock than it has the other ways. Hall continued that you want to make sure that when you are making changes that you can sustain what you are doing. We tried a City Manager it wasn't sustainable. We need to make sure it is going to fit with Pilot Rock. We can recruit interview and design our job description accordingly and allow our employees to work with that thought in mind and eliminate what people have defined as the Management Team it was never intended to be what it ended up anyway.

Baleztena questioned if the Recorder position is filled would there still be a part time position. Councilor Hall replied that it is a possibility. Hall added that there are shortfalls in the budget and we have an opportunity to help that situation out a little bit, that the money from the industrial property is like tips. Need to run the City with our normal stream of income.

Councilor Taylor stated that times are going to get tougher that operating costs are only going to increase and the City has an opportunity to streamline.

Councilor Kirk questioned whether or not the Council wants to save money or get someone with experience to save money.

Council Snively questioned what the Council is doing here tonight? The Council has talked for an hour and has not made a decision to go with the status quo or a new model.

Councilor Kirk stated she would like to go back up to the board and put all of the options on their own pages then everyone throws out pros and cons to help make the decision.

Councilor Hall stated that he is concerned that everyone has been around a while and there is no feel for where anyone stands.

Councilor Snively stated that he would like to go on record that he is not comfortable and will never be comfortable without hierarchy, a go to person, somebody in charge. The way it is now if something goes awry, he doesn't know who to hold responsible. He is not comfortable with the way it is now.

Councilor Baleztena questioned if Councilor Kirk would like to get the options on the Board.

Councilor Kirk went to the board and began with Option 1 Stay as is. Pros were: Council already knows how it works, known cost, easier to recruit, flexibility, opportunity for growth and the City would be able to move forward quickly. Cons were: no one person in charge and the Council would have to be more involved. The Council conceded that being more involved could be a pro or a con for this option.

Councilor Kirk moved on to list Option 2 City Administrator. Pros were: there would be a go to person and a level of expertise. Cons were: unknown cost, harder to recruit, less flexibility and has not worked in the past.

Councilor Tester wanted to know if there was a job description for a City Administrator. Councilor Kirk gave Tester a copy of the description that came out of a past subcommittee meeting and Tester read the job description that came out of previous subcommittee meeting.

Councilor Hall stated that there still may be a need for realignment.

Councilor Taylor stated that a con for Option 1 Stay as is would be has not worked. Councilor Baleztena replied that recently it has with the Staff Reports. Taylor stated that he has a list of things that have not been done properly. Taylor stated that he would not share it with Baleztena in an open meeting but would be happy to share it with him afterward. Baleztena stated that if things haven't been done properly shouldn't Taylor be sharing with the Council since the Council is the actual go to person.

Councilor Hall stated that if Taylor has a whole list of things that haven't been done properly it was not very cool for him not to share it, he had pushed the button and now it is on the table.

Councilor Kirk requested clarification regarding Councilor Hall's suggestion of using the City Recorder as a possible way to recruit an Administrator. Councilor Kirk felt that it isn't clear to recruit for one position and be looking to hire another.

Councilor Hall stated that he was comfortable with it. Hall stated that it can be confined and everyone can make the decision accordingly. Hall questioned what would happen if Council just recruited for a City Administrator to the exclusion of keeping things as is and hiring a City Recorder and they didn't find the City Administrator they wanted. Then would they have to start all over and try to find a City Recorder.

Council Kirk stated that it didn't seem like the same as the option to stay as is; it would be a possible transition.

Councilor Hall stated that it would be up to the Council, his opinion is to stay as is and if the opportunity presents itself because of the recruiting process then the Council could make a move. Hall also stated that even if they found a potential City Administrator, they would still be hired as a City Recorder.

Council Tester wanted to know if the Option for combining the positions was off the table.

Councilor Hall stated that we need to pick a model tonight, and that is a big decision.

Councilor Taylor stated that he wanted to address the option of combining the positions. Taylor stated the pros for this option were cost effectiveness and one person in charge.

Mayor Carnes wanted clarification that Councilor Taylor was meaning to combine the positions involving Chief Richman.

Councilor Baleztana stated that a con of the combination option would be taking Staff's time away from other departments.

Councilor Taylor stated that he had asked the Chief if he was comfortable with the Sergeant stepping up and taking part of the responsibility that he now has and his answer was yes.

Councilor Hall wanted to know if the Chief was receptive to being full time Chief of Police and Administrator.

Chief Richman stated that it would depend on the job description he would need to research it.

Councilor Hall stated he would again like to know if the Chief would entertain a full time position of Chief of Police and City Administrator.

Chief Richman stated that they needed to take the Chief of Police out of it.

Councilor Hall stated that taking Chief away from the combination option means that it is off the board.

Councilor Kirk asked the Council if they wanted to go home and think about it and come back tomorrow night and make a decision. Councilor Hall replied he would like to make a decision now. Councilor Baleztana agreed.

On a motion by Hall and seconded by Snively the Council approved voting on the options tonight. Councilors Tester, Snively, Hall and Baleztana voted yes. Councilors Taylor and Kirk voted no. Motion passed.

Votes for the stay as is option were as follows; Baleztana, Kirk, Hall and Tester.

Votes for the combination option were as follows; Snively and Taylor.

Councilor Snively wanted to know who will decide what the City Recorder job description will look like.

Councilor Hall stated that we need something so that Council can make a decision tomorrow night. Hall continued that Staff can work on something tomorrow and bring back to Council for review tomorrow night.

A meeting was set for Staff to meet with Councilors Snively and Hall at 1:00 PM tomorrow to review the City Recorder job description.

ADJOURNMENT

On a motion by Snively and seconded by Baleztena the meeting was adjourned at 7:55 PM. All members present voted yes.

APPROVED _____

ATTEST _____

