



# City of Aumsville

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## **AUMSVILLE CITY COUNCIL VISIONING MEETING MINUTES FEBRUARY 22, 2016**

Mayor White called the meeting to order at 7:00 PM in the Chester Bridges Memorial Community Center, 555 Main Street, Aumsville, Oregon. Council present were Mayor Harold White, Councilor Robert Baugh, Jr, Councilor Nico Casarez, Councilor Brian Czarnik, Councilor Trina Lee, and Councilor Della Seney. Council absent was Councilor Lorie Walters. City Administrator Maryann Hills was also present.

City Council Vacancy Appointment: Trina M. Lee, 315 N 8<sup>th</sup> Street introduced herself to council and summarized her February 3, 2016 Letter of Interest and her resume. She has over 25 years in public service with the State of Oregon, and has lived in Aumsville for a year and a half. She said that she is going to ask very good questions and outlined her skills and talents, stating that she wants to be involved. Councilor Seney asked if she would be interested in being elected to position at term expiration and she answered that this appointment will give her the experience to make an informed decision at her term expiration. Councilor Baugh moved to accept her letter of interest and swear her in tonight to fill the city council vacancy. Voting for the motion were Mayor Harold White, Councilor Robert Baugh, Jr, Councilor Nico Casarez, Councilor Brian Czarnik, and Councilor Della Seney; the motion passed unanimously.

Council recessed at 7:07 PM and reconvened at 7:12 pm

Mayor White administered Trina M. Lee's Oath of Office and welcomed her to the city council.

### **VISIONING:**

Mid-Willamette Valley Council of Governments (COG) Proposal for City Administrator Recruitment - Nancy Boyer, COG Executive Director reviewed the scope of services for the city administrator recruitment process with council, and it was discussed. Ms. Boyer informed council on how the mandated Veterans Preference affects the process. Councilor Lee shared her experience with giving the Veterans extra points in the process and Ms. Boyer stated that yes that will be done in the process, and the veterans' preference was discussed further. Councilor Baugh questioned the development of the position profile and asked if City Administrator Hills will be interviewed for its development. Ms. Boyer said yes, that can be done ahead of time and City Administrator Hills will also be at the meeting when council is developing what qualities and skills are important to them in the recruitment. The \$5,500 proposed cost for the recruitment was discussed. Council Baugh asked if council wants to go

nationwide and a regional preference was discussed. Ms. Boyer stated that the advertising costs are not included in the proposal and that advertising in the League of Oregon Cities and Oregon City County Management Association may generate candidates from around the country. She stated that your profile could be developed with an Oregon experience preference. She shared the similarities and proximity when including Washington in the recruitment process and it was discussed. Councilor Lee asked if there is room in the timeline to narrow the search and then, if more candidates are necessary, the city could broaden the search, and it was considered. Ms. Boyer shared that the International City Management Association website is expensive to advertise on and that the joint Oregon/Washington conference is coming up and it would be good to have the position profile completed to have it there. Council considered ideal skills and abilities for the new city administrator and Ms. Boyer noted that minimum standards could be included. She shared the City of Carlton minimum standards is their recruitment profile and they were discussed and considered. Ms. Boyer stated that with the size of Aumsville, she would anticipate that this may be candidates' first time in a city management position and City of Aumsville will be seen as a good job prospect for a variety of reasons. Potential assistant city manager or other municipal positions' applicants were considered. Council discussed moving ahead with hiring the COG for the process, and consensus was to proceed with the COG recruitment agreement. Ms. Boyer stated that she will see council at their next meeting.

City Administrator Hills referred to the City Charter: Section 20. City Administrator, Item (9); on vacancy in the position.

Council recessed at 7:47 PM and reconvened at 7:50 PM.

City Administrator Hills presented to council a Draft City Administrator Employment Agreement as a confidential exempt public record and a February 19, 2016 letter to her from City Attorney McGehee regarding the issue. She also gave council an Attorney-Client Privilege Letter to Mayor White and Councilors as an exempt public record.

**EXECUTIVE SESSION:** The council entered into executive session at 7:51 PM in the city hall conference room, under the authority of ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent. And also under the authority of ORS 192.660 (2) (f) to consider information of records that are exempt by law from public inspection. The executive session was taped and adjourned at 9:30 PM.

Mayor White reconvened the regular meeting at 9:34 PM.

**Executive Session Outcome:** Mayor White reported that council discussion concluded to accept the City Administrator employment agreement with changes. Concerning Joel, it would not be appropriate for him to volunteer at city hall; the lap top would be retained as city equipment at the end of the contract; the city council would want a report on hours worked and delegated tasks at each council meeting, and that the 20 hours worked each week be on site unless meetings to attend. City Administrator Hills respectfully declined council's counter offer and confirmed that her resignation date is April 15, 2016 and with her scheduled leave, her last day in city hall will be March 31, 2016.

Council considered City Charter Section 20 requirement to appoint an administrator pro tem when the office of administrator becomes vacant. They reviewed the possible interim City Managers/Administrators list included with the COG proposal and the staff input that if council goes with an interim, that they would like consideration of Dave Kinney or Sam Sasaki.

Council considered the Staff Request for Council Input - City Sponsored Event Staffing. City Administrator Hills referenced the February 10, 2016 Team Meeting Notes when the issue came to her attention. Councilor Casarez stated that his perspective on it is that he has worked well with the staff in the past and the main challenging part is the parade. He noted his part in not communicating well with staff and stated the he is trying to work out his schedule, so he will have more time to collaborate and communicate with staff on the city events. He would like the parade to stay in the city's hands and to meet with city hall staff to resolve the issue. Councilor Czarnik questioned the parade and the Corn Festival Court in the past not being a part of the Corn Festival Board. City Administrator Hills shared that the city's part of the Corn Festival Event, the Parade and Games and in the past Corn Festival Court are entirely separate from the other Corn Festival Board parts of the festival event. Council also discussed the history of the Corn Festival Board and City Council time involvement in the event. Councilor Casarez stated that he would like to retain the parade under his umbrella as long as he is in office. Councilor Lee asked if he is proposing a fourth option or a blending of the other options. Councilor Casarez said that he proposes the status quo with improved communication, and it was discussed. Councilor Casarez also stated that he will consider going with Option 2, if city staff will continue to do the preliminary planning and coordination leading up to the event. Councilor Czarnik stated that this appears to be staff questioning who's in charge, and discussion of past event challenges followed. Mayor White stated that Councilor Casarez will meet with staff and work on a solution. City Administrator Hills clarified it would be a revised Option 2, with him proposing to keep city staff involved during work hours. Councilor Baugh stated that city events are at the council's direction and that this council is making sure events keep getting done, that is the focus, not how it is getting done. Council considered giving staff a clear directive that they make city events a part of their paid work. Councilor Casarez stated that council agrees that these events be part of their community and we will have to collaborate to make them a continued success. He stated that volunteers in general are a challenge. Council considered if they have to make a decision tonight, and supported Councilor Casarez meeting with staff and reporting back to council. City Administrator Hills noted that the Memorandum of Understanding with the Corn Festival Board also needs to be reviewed for the city staff and park commissioner involvement. Councilor Casarez stated that he will work with City Administrator Hills on meeting with staff and make a report to council. Council extended to the March Visioning meeting.

**NEW BUSINESS:** Council received a Revised January Police Chief Report

**UNFINISHED BUSINESS:**

Council considered the February 11, 2016 letter from ODOT Rail and City Administrator Hills recommended proceeding with a Pre-ODOT Rail Order for the 1<sup>st</sup> Street left turn lane that is warranted by the new Flowers Meadows Subdivision. She explained that the city has the opportunity to request the pre-rail order to see how the letter scenario for mandated rail improvements would play out, and it was discussed in length. Council shared their

understanding and opinions of the letter and considered that Marion County is also the road authority.

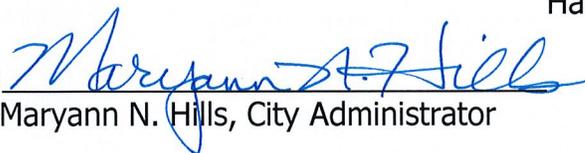
Council considered the need to appoint a budget officer with City Administrator Hills' resignation. Councilor Casarez moved to approve to appoint Josh Hoyer, Finance Officer as Budget Officer. Voting for the motion were Mayor Harold White, Councilor Robert Baugh, Jr, Councilor Nico Casarez, Councilor Brian Czarnik, Councilor Trina Lee, and Councilor Della Seney; the motion passed unanimously.

Council received the Feedback Request – Hazard Mitigation Tools for Division Makers Final Draft

**OTHER BUSINESS:** Councilor Baugh volunteered to do an exit interview with City Administrator Hills and she stated that she would not be comfortable with that, and it was discussed.

**ADJOURNMENT:** 11:01 PM without objection.

  
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Harold L. White, Mayor

ATTEST:   
Maryann N. Hills, City Administrator