



# City of Aumsville

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## **AUMSVILLE CITY COUNCIL SPECIAL MEETING & EXECUTIVE SESSION MINUTES MARCH 7, 2016**

Mayor White called the special meeting to order at 7:02 PM in the city hall conference room, 595 Main Street, Aumsville, OR. Council present were Mayor Harold White, Councilors Robert Baugh, Jr; Nico Casarez, Brian Czarnik, Trina Lee, Della Seney, and Lorie Walters. City Attorney James McGehee, and City Administrator Maryann Hills were also present.

### **APPOINTMENT OF CITY ADMINISTRATOR PRO-TEM:**

Dave Kinney Presentation of Contract Proposal - Mayor White shared that he did contact Mr. Kinney to consider a City Administrator Pro-Tem contract with the city. Mr. Kinney shared that currently he is a consultant to several cities for planning services, and is currently on contract with the City of Aumsville for a Parks Master Plan. He shared his interim city administrator and city staff experience with council, as well as the Oregon Garden project and fundraising for the Stayton Library expansion project. He stated that he is not the person for the city administrator position, if it is a full time position; if it is 20-hour part-time position, he would be interested. Councilor Walters questioned if he would be working on the city budget and City Administrator Hills stated Finance Office Hoyer would be presenting the budget to council. Councilor Lee questioned conflicts with his other work and Mr. Kinney said he can not think of any direct contact that could happen between Aumsville and the other cities, but he is a citizen member of the Marion County Budget Committee so if there was a financial back and forth between the city and county, depending on the issue, he might have to declare a potential conflict. Jim McGehee pointed out that Mr. Kinney has worked in positions with other cities and that he has never seen a conflict between cities. Possible conflicts with Marion County were discussed. Councilor Baugh questioned if he would be willing to serve until the city hired a new city administrator and the up to a year timeframe was discussed. Mr. Kinney said that a four to six month timeframe is very common. Mr. Kinney was asked if he would give input on the city administrator profile that is being used for the search, and he shared his experience with the search in other communities and the North Santiam school board. He encouraged them to find the right person and personality traits for Aumsville. Mr. Kinney stated that the smartest thinking for the city would be to pay him on an hourly rate, or a monthly rate based on a certain number of hours. Councilor Casarez asked if Mr. Kinney would be attending the council meeting and he indicated that he would have a set schedule for time at city hall and would attend the city council meetings. Councilor Baugh asked if Mr. Kinney had a sense on how he sees his work with the department heads. Mr. Kinney stated that he knows Public Works Director Oslie well and if something came up, even at 2 am in the morning, he would be on call

and respond, it is part of what the job is. Mr. Kinney said that he has an east coast vacation planned May 8<sup>th</sup> through the 24<sup>th</sup>. Mayor White said that he spoke with Chief Schmitz, who said he would be very comfortable working with Mr. Kinney. When asked, Mr. Kinney suggested a temporary employment contract for six months, or to the hiring of the new person; some of the terms would be no fringe benefits, retirement, or severance pay. In terms of work hours and other benefits, he is asking that they provide an office space and whatever reimbursement for travel, or food at conferences/meeting. Mr McGehee questioned if Mr. Kinney had come up with an hourly rate and he stated that the consulting contract now (for the Park Master Plan) is \$80 per hour and it was discussed. Councilor Lee questioned if he would apply for the position and Mr. Kinney stated that he is not interested in a full time city administrator position. Councilor Baugh asked if he would stay on to transition with the new city administrator also and he stated that is dependent on who the incoming person is and the circumstances at the time. City Administrator authority was discussed. The options about whether to allow the interim to oversee/manage the city finances and it was considered. Mr. Kinney explained what that entails. Mr. McGehee also gave some thoughts on both sides. He also pointed to the amount of experience Mr. Kinney has, as well as his depth of knowledge about Aumsville. Mayor White said that he had contacted two people about the interim position and the other person's health would not allow him to take the position. The typical work hours were considered and hours over 80 per month were also considered. He welcomed council to make him an offer and he would like them to think that they are not paying benefits and the cost of a fidelity bond. The Salem Keizer Transportation Advisory Board (STF) Advisory Committee was considered, since Administrator Hills has had a leading role and that has been important to have that contact. Councilor Casarez said he believes the city needs representation, and wondered about a staff person taking those meetings. Finance Officer Hoyer's name was mentioned.

Mayor White recessed the regular meeting at 7:36 PM and entered into Executive Session.

*The council may enter into executive session under the authority of ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent.*

**Re-Convene Public Meeting - Executive Session Outcome:** Executive Session adjourned at 8:15 PM, and the special meeting reconvened at 8:17 PM. Council reported on the outcome of the executive session. Council would like to offer Mr. Kinney a contract for the position of interim city administrator for \$6928 per month and any time exceeding 80 hours by more than ten percent would be pre-authorized. Authorized overtime would be paid at \$80 per hour. The contract would include an emergency clause that if there is an emergency at the city, Mr. Kinney would received extra pay for extra hours. There is a 30 day termination on either side, up to the date of the new administrator's hiring. Mr. Kinney stated that he's fine with the offer and he and Mr. McGehee will work out a contract. The Contract start date is March 15<sup>th</sup> and no end date was considered. Mr. Kinney suggested a start date of April 1<sup>st</sup>, and he will be paid on an hourly basis until then as a consultant. The contract will be presented at the upcoming March 14 regular council meeting. A motion from the city council will not be needed until the contract is prepared. Mr. Kinney shared his expectations about setting regular office hours. Councilor Lee asked if there would be a regular City Administrator report and expectations were discussed, so they know what's happening. Mr. McGehee gave a recap of the offer to be included in contract. Mr. Kinney asked about some of the personnel rules. Mileage reimbursement as set out in the Aumsville Personnel Rules and Regulations was discussed.

Mayor White recessed the regular meeting at 8:32 PM and entered into Executive Session.

*The council will enter into executive session under the authority of ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection, and under the authority of ORS 192.660(2)(h) to consult with City Attorney James McGehee concerning the legal rights and duties of the city with regard to litigation likely to be filed.*

**Re-Convene Public Meeting and give Executive Session Outcome:** The Executive Session adjourned at 9:13 PM, and the special meeting reconvened at 9:15 PM. City Attorney McGehee gave City Administrator Hills two files containing all the of the council and the employee evaluations to be made part of the permanent record as part of the executive session records. City Administrator Hills questioned whether she can make the evaluations part of her personnel records and she can if she chooses too.

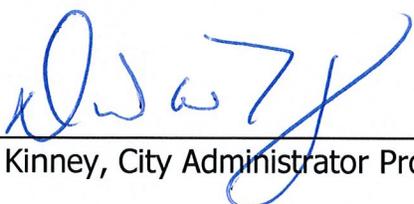
**OTHER BUSINESS:**

Marketing Brochure Template Response Form - Mayor White questioned if there is a cost for the brochure and it was determined it is part of a grant and its benefit was considered. Councilor Walters said that she saw it as something to hand out at city hall or during the Corn Festival. Councilor Casarez that it could be a good thing to hand developers so they have an idea of the demographics in town. Council reviewed the Response form items that are used to create the brochure and chose the Option 3 brochure. They noted that there is a word limit to the various sections and it is good to touch on the Corn Festival and the summer program. They discussed the image of the community they wanted to use and chose the splash park. City Administrator Hills stated that she will see what staff can do to get the information out to them tomorrow.

**ADJOURNMENT: 9:27 PM** without objections.

  
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Harold L. White, Mayor

ATTEST:

  
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Dave Kinney, City Administrator Pro-Tem