MINUTES
CITY COUNCIL WORKSESSION - MEETING
February 19, 2019
2:00 – 4:08 p.m.
6:30 – 7:52 p.m.

MAUPIN CITY PARK COMMUNITY BUILDING
206 BAKEOVEN ROAD
MAUPIN, OREGON

PRESIDING: Mayor Lynn Ewing

COUNCIL PRESENT: Lynn Ewing, Tom Troutman, Susan Wright
Suzanne Knapp, Jon Helquist, Mike Foreaker, Randy Bechtol
(6:30 pm)

COUNCIL ABSENT: Randy Bechtol (2:00 pm meeting)

STAFF PRESENT: Recorder DeOra Patton, Attorney Paul Sumner

Visitors Present at 2:00 pm meeting: Ruth Mattox, Judy Sumner
Visitors Present at 6:30 pm meeting: Judy Sumner, Christine Wolfe

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE. The meeting was called to order by Mayor Ewing at 2:00 p.m. Roll call of Council and staff was conducted by Recorder Patton. Mayor Ewing led council and audience in Pledge of Allegiance.

CONSIDER LGPI / CITY MANAGER RECRUITMENT / LGPI CONTRACT APPROVAL. Mayor Ewing introduced Local Government Personnel Institute (LGPI) Senior Human Resources Consultant Ruth Mattox, who he has been communicating with in the recruitment and hiring of a City Manager. He reported also having communicated with Attorney Sumner and Attorney Patty Mulvihill of the League of Oregon Cities who suggest Council work to adopt a process.

Ruth Mattox presented a packet of materials in general overview for recruitment process, to include LGPI contract, draft timeline, Maupin job description, sample recruitment brochure, list of possible posting sites, Veteran's Preference form, and competency criteria review form. All documents were reviewed and discussed. Roles of the City and LGPI were identified.

Revisions were made to the Job Description to remove the salary range, to remove the "Background" paragraph and put in recruitment brochure, and make addition/revision for "A Bachelor's Degree in related field, such as Business Administration, Public Administration, or Civil Engineering". Residency was discussed on living within 30 minutes of Maupin.

Brochure. The anticipated hiring range was confirmed to be that of the salary range. Mayor Ewing will get photos. It was consensus to authorize Mayor Ewing to ask and hire Bronte Dod, who has journalist experience, to do the writeup on the City section, and Councilors Wright and Knapp be reference contacts for help on the writeup if needed. LGPI will complete all other sections of the brochure.

Council authorized Ruth Mattox to develop interview questions.

It was motioned by Councilor Knapp, seconded by Councilor Foreaker, and passed on a 6-0 vote; Council enlists LGPI to help with the recruitment process and finalize steps the City is going to take for recruitment materials and ads to put online per timeline, and the City will develop the brochure city information and pictures and conduct screening, and hope to have complete by May 31st.

RECESS. Mayor Ewing recessed the meeting at 4:08 p.m.

RECONVENE. Mayor Ewing reconvened the meeting at 6:30 p.m.

CONSIDER COUNCIL RULES POLICY. Council discussed consideration on adopting the rules as a policy or ordinance, and in regard to probable changes after a city manager is hired, it was the consensus of Council to do as a resolution adopting a policy. Based on having received today a proposal of extensive changes, it was moved by Councilor Foreaker, seconded by Councilor Helquist, and unanimously passed; the Council tables consideration of Council Rules for further review.

CONISDER TITLE VI POLICY. A review of the entire draft policy was conducted with questions and clarifications submitted and some revisions made. It was consensus of Council to schedule adoption of the amended Title VI Policy in March.

COMMITTEE ASSIGNMENTS. A lengthy discussion was held on this subject with all Councilors submitting some input. It was agreed Council would create the Committees and the Mayor appoint Councilors or citizens to the committees.

ADJOURN. Mayor Ewing adjourned the meeting at 8:13 p.m.

Respectfully submitted by
DeOra M Patton, Recorder

SIGNED: _____
Lynn Ewing, Mayor

ATTEST: _____
DeOra M. Patton, Recorder