



January 12, 2022
Special/Work Session (Via Zoom)
City Hall Conference Room
48318 E 1st Street
5:30 p.m.

MINUTES

1. CALL MEETING TO ORDER- 5:30 pm

Council Present: Councilors Bobbie Whitney, Michele Coker, Dawn Kinyon, Audy Spliethof, Melissa Bjarnson and Christina Hollett

Staff Present: City Administrator Bryan Cutchen, Police Chief Kevin Martin and Assistant City Recorder Jackie Sims

2. Pledge of Allegiance

3. Roll Call

4. Additions, corrections or adjustments to the agenda

Councilor Kinyon-wanted to add 4.1 Council comments and 4.2 Public comments and 8.2 nominate a Council President.

4A Public Comment

Mary Gustafson 48353 Westoak Rd- she was shocked to see that two more people have resigned. She doesn't understand what is going on with people who are serving our community.

Dan Barclay 47501 Hwy 58- astonished that tonights agenda has paragraph 5, talked about the Mayor's vacant position.

****WORK SESSION****

Started at 5:41 pm

5. Discussion of Mayor Vacancy

5.1 Announcement of Vacancy

Bryan- he understands Mr. Barclay's comments, but he did run this by the City Attorney and he provided council his opinions on the charter.

5.2 Call for nominations

Bryan- asked for a consensus that they want him to run a vacancy opening for 30 days immediately.

5.3 Appointment process

The council prefers to have a motion from the floor when this comes up later.

6. Discussion of City Administrator Pro Tem Recruitment

6.1 Advertisement-Direct Contact

Bryan- read the issue.

Bryan- do you want to use city staff and city council resources to assist in this effort or do you want to use LCOG resources?

Councilor Kinyon- would like to see the full council work together for the process of hiring a Pro Tem and the posting for the City Administrator.

Councilor Whitney- she would like help from LCOG, just to make sure that we are complying with all of the hiring laws and make sure we don't run into any issues.

Councilor Spliethof- in our packet we got from LCOG that showed six people that are available for the Pro Tem CA he doesn't think they are all available, he contacted one of them that used to be the CA here and he is not available.

Bryan- the list is pulled from a database that is used by the League of Oregon Cities, just because they are in the database doesn't mean they are available.

6.2 Timeline

Councilor Hollett- she would like to post the advertisement and see who is interested. (bad connection)

6.3 Compensation

Councilor Spliethof -asked Bryan if there is any way that he would come back?

Bryan- he would ask the council to look at his resignation letter and address the issues that he had or else he doesn't see the working relationship being cohesive. That would have to be addressed before he would consider it.

Councilor Kinyon- when we post the pro tem and permanent city administrator positions that we are accepting applications from internal and external applicants?

Bryan- he does have some concerns with when you say internal do you mean internal to the staff?

Councilor Kinyon- yes.

Bryan- he has some concerns with selecting the pro tem from the staff. All of the employees aside from himself, the police chief, Sergeant McPherson are unionized nonexempt personnel. It would be a conflict of interest for them to take a leave of absence to perform the job of the Chief Executive of the City and perhaps change policies that might benefit them or their department and then go back into their position.

7. Discussion of City Administrator Recruitment

7.1 Approval of recruitment documents

Bryan- he looked in the shared folder and it didn't look like many councilors checked in and even reviewed the documents that we need to move ahead. He would encourage you to go look at the documents, mark it up and make comments. We need to set a date on taking the applications and start the review.

7.2 Method of recruitment-internal or external

7.3 Timeline

7.4 Compensation

Councilor Whitney- she is really concerned that we won't have a finance director here come March 1st.

Bryan- he does have a couple of pre-interviews next week.

****SPECIAL SESSION****

Started at 6:43 pm

8. Business from the City Council

8.1 Announcement of City Council Vacancy

Motion: Councilor Kinyon moved to nominate our Council President Chrissy Hollett to fill the mayoral seat through December 31, 2022 and post for a vacancy on the council. Councilor Spliethof seconded the motion.

Spliethof (aye), Whitney (aye), Coker (aye), Kinyon (aye), Hollett (aye), Bjarnson (aye). Motion passed 6-0

Mayor Hollett- asked to confirm what date we would vote for the new council seat.

Bryan- if you want to give it a 30-day application window it would have to be the first meeting in March.

8.2 Nomination of Council President

Councilor Whitney- expressed that she has an interest in being the Council President.

Councilor Spliethof- nominated Councilor Kinyon as Council President.

Councilor Coker- expressed that she would like to be Council President.

Councilor Kinyon- said she would step back from the nomination.

Motion: Councilor Kinyon nominated Councilor Whitney for Council President. There was no second.

Motion: Councilor Kinyon nominated Councilor Coker for Council President. Councilor Spliethof seconded the motion.

Spliethof (aye), Kinyon (aye), Coker (aye), Whitney (aye), Bjarnson (aye), Hollett (aye). Motion passed 6-0


9. Public Comment

Dan Barclay 47501 Hwy 58- commented on the council president taking the mayor's seat and City Charter.

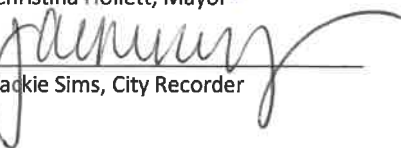
Sarah Altemus Pope- she was hoping there would be more discussion on keeping our City Administrator. This weighing heavily on her.

10. Adjourn: 7:01 pm

Signed:


Christina Hollett, Mayor

Signed:


Jackie Sims, City Recorder