

# LA PINE CITY COUNCIL WORK SESSION AGENDA

Work Session

Wednesday, June 15, 2011

6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

## Work Session

1. Call to Order
2. Roll Call
3. Pledge of Allegiance.
4. Added Agenda Items  
Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.
5. Discussion on Staffing
8. Other Matters
9. Public Comments
10. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are open to the public and interested citizens are invited to attend. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Patti Morgan at (541) 536-1432

# LA PINE CITY COUNCIL WORK SESSION MINUTES

## Work Session

Wednesday, June 15, 2011

6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

### Work Session

1. Call to Order

Mayor Mulenex called the meeting to order at 6:04 pm.

2. Roll Call

City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez – absent per prior arrangement

Councilor Dan Varcoe

Councilor Adele McAfee

Councilor Don Greiner

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance.

Done at previous meeting that evening.

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such other time selected by the City Council.

None

5. Discussion on Staffing

City Manager Allen stated there will be a need for three full time or two full time and one three quarter time employees. He recommended the first position to hire would be the City Recorder/Finance person. City Manager Allen said it would be difficult for a new City Manager to have to immediately start the hiring process for a City Recorder/Finance person. He also said that most City Recorder's do the bookkeeping duties for the City.

Mayor Mulenex stated it seemed reasonable to have a City Recorder/Finance person. City Manager Allen said the bookkeeping aspect will be important for the position. He said the City Recorder would attend a training class for the new financial software. City Manager Allen stated the City

would migrate the QuickBooks into a software program like Caselle. He said it would be unusual to have a contract employee learning the City's new bookkeeper system. City Manager Allen stated that he would look at getting someone hired around October to fill the position.

City Manager Allen stated that he could bring five candidates each for the two positions before the Council to interview. Councilor Varcoe stated he would like it if the person lived in the City, preferably. Mayor Mulenex said for the candidates he would like it narrowed down to three candidates for the Council to interview after the City Manager has reviewed the candidate's qualification for the positions. Councilor McAfee said if there were 4 or 5 well qualified candidates that would be okay to interview that number.

00:31:48

City Manager Allen stated he had already done a salary range for both of the positions. He said health care and retirement are what he needs direction on from the Council. There was a discussion of carry over for sick or vacation leave (or PTO which is in effect now). City Manager Allen said that the new City Manager can make any changes regarding benefits once he has been hired. He also said that the benefits will probably change again once the Water and Sewer District employees are added.

City Manager Allen stated that to attract some well qualified people it will require the City implementing a retirement system but not the PERS (Public Employee Retirement System) program. City Manager Allen suggested that he thought 3-5 percent put in by the City and then a matching amount to what the employee puts in themselves up to maybe 6%. The Council had consensus to have the City Manager use 3 to 6 percent to research retirement programs.

City Manager Allen stated that right now they are paying 100% for the employee health insurance. He said he put in the budget about \$900 a month per employee for health insurance. City Manager Allen stated that above a certain amount (\$900) would need to be paid by the employee. The Council had consensus to cap it at \$900 with the employee paying any amount above that for coverage of family members. City Manager Allen said in approximately two years this will probably change when Water and Sewer District employees are added.

City Manager Allen stated that to require a local resident to be the new City Manager will lower the pool of applicants, especially highly qualified applicants. He said it may be a case that they are needing to sell a home and that may take a long time. City Manager Allen stated they could use the League of Oregon Cities for help with requirements and narrowing the applicants down for the City. City Manager Allen stated he could come up with the basic job announcement and description and then have the League recommend candidates. He said they could use the League to even review resumes if the City wanted them to for additional monies. Mayor Mulenex said it would be good to use the League for some parts in the recruiting process.

Councilor Varcoe discussed when the Fire Chief was hired and how it got the community involved. He said there were three committees that interviewed the candidates and then they recommended some of them onto the Board. City Manager Allen recommended having a social (meet and greet) for the candidates.

City Manager Allen stated that usually a City Manager has experience with some other area such as Public Works, Planning and Development, etc. He said the Council needs to know what attributes

they want the City Manager to have. Mayor Mullenex said the City needs to enhance staffing by having a Manager with skills in Public Works for example.

City Manager Allen stated that the planning consultants are handling most of the planning issues for the City. Councilor McAfee said she would be more in favor of a City Manager with Public Works experience. City Manager Allen said that an experienced person in Public Works would be especially important with the Water and Sewer Districts coming under City jurisdiction. Councilor McAfee said the City needs more of an operational Manager rather than just administrative. City Manager Allen stated in the recruitment for the City Manager it would state the need for an experienced Public Works Manager.

City Manager Allen stated that the Manager would need to be someone who can work with the public and represent the City well while still having a background in Public Works. Mayor Mullenex said that City Manager Allen has handled his relationship with the Council and the community really well.

01:33:00

Councilor McAfee stated that she would rely on the qualifications for City Manager from City Manager Allen based on his experience of working in the City. City Manager Allen stated that it would be best to have a City Manager with Public Works experience but also good at working with the public.

City Manager Allen stated that regarding an enforcement code officer that will probably need to be a contract position. He said that it is better to have a neutral party make the initial contact and then report to the City Manager.

City Manager Allen stated the salary for the City Manager in the budget was for \$75,000 which is more than enough to get someone with the qualifications the City would require. He said a two or three year contract could be negotiated by the City with the new City Manager.

City Manager Allen stated that the City Manager needs to live in the local area although that would probably not be a requirement for the City Recorder.

19:48

8. Other Matters

City Manager Allen stated that there will be a meeting of contractors for the new City Hall on Monday, June 20<sup>th</sup>. He also said there will be a City of La Pine booth set up for the Frontier Days. City Manager Allen also said that on July 1<sup>st</sup> he will be meeting with owners of property alongside Cagle road regarding tree and brush clearing.

9. Public Comments

None

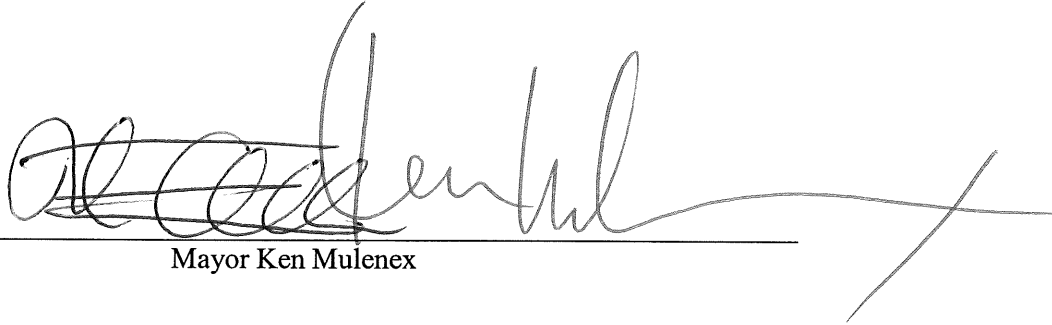
10. Adjourn

**A motion was made by Councilor Varcoe and seconded by Councilor McAfee to adjourn the meeting.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</i>	<i>X</i>	
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

**Motion passed unanimously.**

Mayor Mulenex adjourned the meeting at 7:50 pm.



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Mayor Ken Mulenex

Attest:



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City Manager/Recorder Rick Allen