CITY OF McMINNVILLE MINUTES OF SPECIAL MEETING

Of the McMinnville City Council

Held at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, Septembr 6, 2016, at 8:00 a.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: <u>Present</u> <u>Absent</u>

Remy Drabkin (by phone) Larry Yoder

Kevin Jeffries Kellie Menke Alan Ruden Scott Hill

Also present were City Manager Martha Meeker, City Attorney David Koch, Information Systems Director Scott Burke, Nicole Montesano and a member of the News Media. Dave Adams.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 8:02

a.m.

2. NEW BUSINESS

2.a. Organizational Issues

The City Manager evaluation was completed last Friday.

Councilor Hill shared over the last two weeks he had the opportunity to do interviews for the City Recorder/Legal Assistant position. He was excited to have a very qualified person to be City Recorder/ Legal Assistant. The process went well. Earlier in the year the Council had discussion around staffing and felt strongly that the City had grown to a size that they needed to have a full time Human Resources position. After consideration, it was determined that Rose Lorenzen was going to fill that role. This facilitated the opportunity to have a City Recorder. Discussion ensued regarding bringing a better review process to review City employees.

It was noted that in some communities the City Attorney reports directly to the Council. A proposal was made to have the City Attorney report directly to the Council. Discussion ensued regarding the need for

Council to be able to appoint who supervised whom. The Mayor handed out the current organizational chart and proposed organizational chart. The Mayor had specific comments and asked for a full discussion among the Council. Discussion ensued on how to better organize and protect employees.

City Manager Meeker said the Council had not been a part of the labor negotiation team in the past, and having a Council member at the table changed the dynamic in a way that might not be good.

Mayor Olson was good with not having a member of Council on the team. If they were negotiating a whole new contract, there might be value in having the City Manager on the team. They could leave both out and talk about when the City Manager should be involved. Mayor Olson stated he would leave it up to staff to flush out whether the City Attorney and Human Resources Director should be included. He then discussed the proposed changes to the organizational chart. For paragraphs one and two, the City Attorney would report directly to the Council. For paragraph two, as previously discussed with the City Manager, the City Recorder would be under the City Attorney. For paragraph three, the legal issues would move from the City Manager to City Attorney, although they worked closely together anyway. Paragraph four would be stricken completely.

Councilor Hill liked the "appointed as needed" language as there could be times when the City Manager needed to be involved.

Councilor Jeffries liked the changes. He thought it was the right move at the right time. Many cities were going this way.

Councilors Yoder, Menke, and Ruden all liked the changes as well. Councilor Hill thought it was good to get it on paper so they knew what the reporting aspects would be. Councilor Drabkin was also in agreement.

City Manager Meeker and Recording Secretary Lorenzen had no questions.

City Attorney Koch asked if the process they were developing would also apply to him. Councilor Hill said yes, they asked to expand the work to the Management Team at a later date. Council wanted to do this in the most concrete, streamlined, and effective way.

City Attorney Koch asked if the Council would be doing his evaluations. The Council responded that they would be.

City Manager Meeker said the timing worked well, as the Council just did her evaluation. Mr. Koch's was due in January.

Mayor Olson thought it was great timing with Ms. Lorenzen coming on as Human Resources Director and she could help with the evaluation process.

Councilor Hill MOVED to approve the proposed organizational chart, taking out paragraph four, and setting the adoption date to today's date. SECONDED by Councilor Ruden and PASSED unanimously.

Recording Secretary Lorenzen would be the keeper of the organizational chart. She would get it updated and posted on the website.

ADVICE/INFORMATION ITEMS: None

3.

4. ADJOURNMENT: Mayor Olson adjourned the Special City Council meeting at 8:32 a.m.

<u>s/s Melissa Grace</u>Melissa Grace, City Recorder