

City of Lafayette
City Council Meeting Minutes
Special Session
July 14, 2009
6:30 PM

1. CALL TO ORDER: Mayor Chris Heisler called the meeting to order at City Hall at 6:30 p.m.

2. FLAG SALUTE: Mayor Chris Heisler led the flag salute.

3. ROLL CALL: Diane Rinks, City Administrator, called the roll.

Present: Mayor Chris Heisler, Leah Harper, Dean Rhodes and Nick Harris.

Absent: Chris Pagella (exc.), Bob Cullen (exc.), and Michael Roberts (exc.).

City Staff Present: Diane Rinks - City Administrator.

Others Present: Nancy Boyer, Executive Director - Mid-Willamette Valley Council of Governments, Darrell Flood, Angela Flood, Patricia Rhodes, and Zane Suverly.

4. ACTION ITEM:

1. City Administrator Recruitment Profile:

Nancy Boyer, Executive Director for the Mid-Willamette Valley Council of Governments, said that the Council has been provided with a guide that provides categories and qualities that can be prioritized to help narrow down a profile in the search for a new City Administrator. She suggested having the Council provide their opinions first, and then allow the audience to provide additional comments. After all of the ideas are shared tonight, Nancy Boyer will provide a draft profile to the Council at a subsequent meeting for consideration.

Dean Rhodes said that the most important qualities to him are: a Bachelor's degree in Business Administration, experience as a City Administrator in a City of comparable size or and Assistant City Administrator in a larger city, someone who has experience in (strategic) planning for the future in a small city that has many needs, and someone who knows how to get the most out of declining revenues, someone who has experience in labor relations, community relations, and council relations. Someone who has a track record in applying for and getting grants, attracting tourism, and knowledge of some Spanish is also important.

Mayor Chris Heisler said that he doesn't want to see it limited to those that have city management experience, but have it open to the private sector as well.

Nicholas Harris said that he would like the person to have experience in project management, knowledge of labor laws, experience (2-5 years) working with state agencies, and someone who is active in volunteerism. He feels it is important for the person to have 5-10 years of management experience.

Leah Harper said that the most important qualities to her are that the person would be community minded, and someone who would build a relationship with the business community. She would also like to see the new Administrator live in the City of Lafayette.

There was some discussion about the requirement/preference that the Administrator live in the City of Lafayette. Angela Flood, 287 Canyon View Drive- doesn't think that the candidate should have to live in the City limits because of ethics laws and conflicts of interest issues. It would be better to consider having the person live within a certain mile radius.

Zane Suverly, 255 5th St.- said that he has been involved in a couple hiring processes in larger cities, where an 'ad hoc' committee was formed to review the applications and provide a recommendation to the Council.

Darrell Flood, 287 Canyon View Drive- said that he feels that the person should have strong customer service and computer skills. He also thinks the person should live in the City of Lafayette.

Nancy Boyer said that she didn't really hear anyone express that budget/finance is of importance to them and wanted to know if that was a priority. Dean Rhodes and Nicholas Harris said that it was important to them.

Discussion ensued. Nancy Boyer reviewed the timeline, job advertisement, and salary range.

The profile and job advertisement will be brought back to the Council for final review at the July 23, 2009 meeting.

5. ADJOURNMENT: Nicholas Harris made a motion to adjourn. Dean Rhodes seconded the motion. There was no discussion and the motion passed unanimously. The meeting was adjourned at 7:55 p.m.

Minutes approved on this 13TH day of August, 2009.

APPROVED:

ATTESTED:

Mayor Chris Heisler

Diane Rinks, City Administrator