



## MINUTES

### Coburg City Council

Regular Session

June 27, 2006 - 7:00 P.M.

Coburg Municipal Court

32694 East Pearl Street - Coburg

COUNCILORS PRESENT: Mayor Judy Volta; Bill Judd, Don Nelson, Brian Pech, Michelle Sunia, John Thiel, Mike Watson

COUNCILORS ABSENT:

STAFF PRESENT: Don Schuessler, Sammy Egbert, Milo Mecham, Petra Schuetz

RECORDED BY: Dan Lindstrom

### I. CALL TO ORDER

Mayor Judy Volta called the meeting of the Coburg City Council to order at 7:00 p.m.

Minutes Recorder Dan Lindstrom called the roll and stated that a quorum was present.

Mayor Volta said the Agenda would be amended by adding a time for Public Comment and moving action on a recommendation to hire a Finance Director to immediately following to accommodate a need by Councilor Bill Judd to leave the meeting early.

### II. PUBLIC COMMENT

Fred Miranda, 91116 Abby Road, said that he and his wife had taken on responsibility for caring for and seeking to rid Coburg of a large group of feral cats inhabiting property on East Mill Street near his home. He said many were sick and starving and that all were a vexatious nuisance. He said it was his experience that Coburg had previously contracted with Lane County Animal Regulation Authority to care for such situations. He said he had learned the agency was aware of the current situation, but was unable to provide any services.

Mr. Miranda encouraged Councilors to consider establishing a contract with Lane County to provide animal control services for Coburg citizens similar to what was available to residents of Florence.

City Administrator Don Schuessler reported that he had learned that Lane County Animal Regulation Authority currently only dealt with canine issues in Coburg and that a new arrangement would be necessary to include feral cats.

Mayor Volta requested that Mr. Schuessler provide a further report to the Council.

### **III. COUNCIL ACTION ITEMS**

#### **A. Finance Director**

Mr. Schuessler reported that ten applicants had submitted resumes for consideration as replacement for the current Coburg Treasurer/Finance Director. He described the process followed in advertising the opening and evaluating the applications. He said the committee formed to prepare a recommendation had chosen Craig L. Gibons. He referred to Mr. Gibons' resume circulated with Agenda support material. He reviewed his current and previous employment experience.

Mayor Volta pointed out that the City Charter stipulated that, as an Officer of the City, the Finance Director was hired by the Mayor, with the consent of the City Council. She referred to Resolution No. 2006-15:

**A RESOLUTION SUSPENDING CERTAIN PROVISIONS OF THE COBURG PERSONNEL MANUAL AND AUTHORIZING THE MAYOR TO SIGN AN EMPLOYMENT CONTRACT WITH CRAIG L. GIBONS.**

Mr. Schuessler stated that Mr. Gibons had requested the provisions of the Resolution suspending elements of the Coburg Personnel Manual – waiving the six-month probationary period, suspending Overtime and Compensatory time conditions, and requiring that notice of termination without cause be given 90-days before the annual date of the contract renewal.

City Attorney Milo Mecham clarified that the proposed annually renewed contract with Mr. Gibons was allowed by the Personnel Manual, but that he had requested the 90-day notification clause be added to enable him to find alternate employment. He said all provisions for termination for cause continued to be binding. He said the proposal was legally sufficient.

Mayor Volta asked if it would be best to act on the recommendation to hire Mr. Gibons in a two-step process. Mr. Mecham replied that the proposed Resolution enacted both the hiring and approving an employment contract that suspended the identified provisions of Personnel Manual.

Councilor John Thiel asked where Mr. Gibons would live. Mayor Volta replied that he and his family already lived in the area.

Councilor Thiel asked if it had been made clear that the Coburg Treasurer/Finance Director was a “hands on” position. Mr. Schuessler replied that it had been emphasized that the person filling the position would be responsible for all financial activities of the City. He added that Mr. Gibons seemed familiar with the financial record keeping procedures in place in Coburg.

Councilor Michelle Sunia said she was concerned about the special conditions proposed for the contract with Mr. Gibons. She asked if she was correct in understanding that the 90-day notice for termination without cause was only possible at the end of each contract year. Mayor Volta replied that, in effect, the provision would force the Council to conduct an annual review of the work of Mr. Gibons.

Councilor Sunia said the length of the notice period seemed excessive. Mayor Volta said it was her understanding that Mr. Gibons had requested 90-days to ensure the

stability of the position. Mr. Mecham added that notice for termination without cause was not covered in the Coburg Personnel Manual.

Councilor Judd suggested that although the 90-day period was only to be given at the end of a contract year, unsatisfactory job performance could be the basis for termination determination at any time.

Councilor Judd left the meeting at 7:35 p.m.

Councilor Thiel asked how the proposed salary for hiring Mr. Gibons compared with that of the current Finance Director. Mr. Mecham replied that the job descriptions of the two positions were not identical. He added that the proposed salary was in the 2006-07 Budget and was equivalent to the salary Mr. Gibons was currently receiving as Finance Director of Talent, Oregon.

Councilor Don Nelson asked what notice would Mr. Gibons be required to give the City, if he left the Treasurer/Finance Director position. Mayor Volta replied that employees were required to give 30-days notice, which was a common practice.

Mayor Volta said she believed Mr. Gibons was a fine candidate for the position. She said his background and references had been thoroughly checked.

***Councilor Mike Watson moved, seconded by Councilor Brian Pech, to adopt Resolution No. 2006-15, authorizing Mayor Volta to sign an employment contract with Craig L. Gibons to be Coburg Treasurer/Finance Director; and suspending certain provisions of the Personnel Manual. The motion was adopted, 4:1, with Councilor Sunia voting no, and Councilor Judd having left the meeting.***

## **B. Temporary Recorder Duties Pay Increase**

Mr. Schuessler reviewed previous Council discussion of assigning duties of the City Recorder to two current employees. He said there appeared to have been agreement to increase the pay of the two employees by three percent initially and, after a three month evaluation, to increase it another two percent.

Mr. Schuessler said he was recommending that he maintain the official title of City Recorder as the City Administrator. He said he would be responsible for attesting and signing all legal documents and Ordinances for the City. He said his inclination was to ensure their strict accuracy.

Councilor Watson said it was his understanding that if the City Recorder position was filled by another individual, the pay increases would be rescinded.

Mr. Schuessler said the addition of responsibilities and increase of pay for employees were facilitated by the fact that there was no union contract or negotiations required.

***Councilor Sunia moved, seconded by Councilor Pech, to approve three percent pay increases for employees assuming additional City Recorder responsibilities, to be reviewed for a possible addition of another two percent pay increase within three months. The motion was adopted unanimously, 5:0.***

***Councilor Watson moved, seconded by Councilor Sunia, to approve appointment of Don Schuessler as Coburg City Recorder. The motion was adopted unanimously, 5:0***

**C. Event Fee Waiver**

Mayor Volta referred to a Special Event Application for the 2006 Coburg Golden Years celebration. She noted that, in the past, its request for a waiver of the \$200 Application Fee required had been approved by either the Mayor or the City Council.

***Councilor Watson moved, seconded by Councilor Sunia, to waive the Special Event Application Fee for the 2006 Coburg Golden Years. The motion was adopted unanimously, 5:0.***

The meeting adjourned at 7:50 p.m.

ACCEPTANCE

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstained: \_\_\_\_\_

Passed: \_\_\_\_\_ Rejected: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2006

\_\_\_\_\_  
Judith Volta, Mayor

Attest:

\_\_\_\_\_  
Donald Schuessler, City Recorder