

August 1, 2011
Noon
Newport, Oregon

Councilors present: Beemer, McConnell, Brusselback, Allen, Bertuleit, and Sawyer. Roumagoux was excused.

Staff present: Voetberg and Hawker.

Council discussed the following items:

1. Discussion ensued regarding recruitment for the Tourism Facilities Grant Review Task Force and the Recreation Facilities Management Review Task Force. Council concurred that the following applicants be appointed to the Recreation Facilities Management Review Task Force: Fred Springsteen, Phil Jackson, Jeff Schrantz, Ed Simon, Pat Cowan, Thomas Hurst, and one other person to be decided upon at the evening meeting. Council concurred that the following applicants be appointed to the Tourism Facilities Grant Review Task Force: Caroline Bauman, Julie Hanrahan, Ann Aronson, Stan Rowe, Tracy Wiley, John Lavrakas, and one other person to be decided upon at the evening meeting. It was noted that McConnell and Bertuleit will be the initial Council liaisons to the Tourism Facilities Grant Review Task Force, and they will be followed by Allen as Council liaison. It was asked that letters be sent to applicants who were not appointed.
2. Voetberg reported that the Newport Food Pantry is moving to the Presbyterian Church property and had asked for a waiver of its SDC's. He noted that there is no provision that would allow SDC's to be waived, and that representatives will be making this request to Council this evening. A discussion ensued regarding the request. Voetberg suggested that some of the waiver could be given to the Food Pantry from the \$10,000 budgeted for non-profits. Allen asked whether there were other waivable fees that could offset the request to waive the SDC's.
3. Voetberg discussed Council communication with the media. He noted that he recently called individual Councilors prior to issuing a press release, and it appears that a member(s) of Council was also contacting the media prior to issuance of the press release. A discussion ensued regarding sensitive versus confidential issues, and the care that must be taken in talking with the media regarding personnel issues. It was noted that Voetberg needs to be clear when communicating with Council whether an item is "on the record" or "off the record." Dave Morgan, from News Lincoln County, stated that it is incumbent upon Council to know what is on or off the record. McConnell reported that the LOC presents an excellent workshop on dealing with the media. He recommended everyone attend, and suggested holding this workshop at the city. A discussion ensued regarding the issuance of press releases. Allen stated that everyone needs to exercise good judgment, and that Council needs to be told, every time, by the city manager, when an issue is confidential.

4. A discussion ensued regarding an RFP for a human resources facilitator. Voetberg asked Council for specific direction in finalizing an RFP for a human resources facilitator. He reported that existing staff is handling routine human resource duties, and that all HR related issues are being accepted by Nicole Clark in the city manager's office. She catalogs the information and sends it to the appropriate person. Voetberg explained that one of the greatest needs is getting employees together to discuss information, understand the flow of information, and to share ideas. He added that he would recommend training of the front-line supervisors. He added that the human resources facilitator is a temporary contractor, but that the work would take longer than a year. McConnell noted that the maintenance of the city communication committee is a long-term commitment, and added that a contractor provides neutrality. It was noted that the facilitator could enter into a personal services agreement without a term. Brusselback asked how many other cities the size of Newport have full-time human resource positions. Voetberg reported that approximately half have full-time HR positions. Sawyer indicated that he would like to see the city have a permanent HR position. McConnell noted that the facilitator must be available to work with specific departments if there is a complaint and an employee does not feel like there is any place to go. He added that the service provider needs to be accessible. A discussion ensued regarding renaming the phasing in the draft RFP. Voetberg reported that the union contracts and personnel policies have grievance procedures. A discussion ensued regarding whether the contractor could talk with the city attorney, if necessary, without permission of the city manager or Mayor. Voetberg reported that he will tweak the draft RFP and issue it. McConnell asked that employees participating on this committee be allowed to meet during working hours.
5. A discussion ensued regarding the status of the Bayfront parking discussions. It was reported that the Bayfront parking information is currently on the city website and will be coming before Council on September 6. It was noted that the surcharge will not be applied until the next billing cycle. It was recommended that Tokos' e-mail on this subject be sent to the media.
6. A discussion ensued regarding Resolution No. 3556 creating a Non-Profit Funding Task Force, and the number and residency of members. It was asked that the Task Force consist of five members with a preference given to residents. Hawker agreed to revise the resolution for Council discussion this evening.
7. Allen asked whether Council wished to pursue any money that SeaPort Airlines owes the city. It was agreed to discuss this matter this evening.

Having no further business, the meeting adjourned at 1:30 P.M.