

## CITY COUNCIL SPECIAL MEETING MINUTES

Thursday, August 25, 2022 - 6:00 p.m.

Community Hall, Garibaldi City Hall, 107 6th Street, Garibaldi, OR 97118 and via Zoom

I. PLEDGE OF ALLEGIANCE

II. CONVENING OF MEETING

Mayor Tim Hall called to order the special city council meeting at 6:02 pm. Present were Council members Tim Hall, Katie Findling, Judy Riggs, and Laurie Wandell. City staff present were Fire Chief Jay Marugg, Admin II Kylie Poklikuha, David Laine, Susan Newman, Carolee North, Norm Shattuck, and others. Cn Whitey Forsman was excused.

III. UPDATE ON INTERIM CITY MANAGER SEARCH

Discussion on immediate needs for an Interim City Manager. Cn Wandell noted that most departments have their department heads and office staff know what they are doing. Discussion on previous City Manager applicants' availability and the benefits of hiring a recruiting firm.

IV. REVIEW AND APPROVAL OF PERMANENT CM JOB DESCRIPTION

Discussion on updating the current City Manager job description. Staff will send job description to council to review and update at the next meeting.

V. APPOINTMENT OF FIRE CHIEF AS TEMPORARY STAFF SUPERVISOR

Mayor Hall spoke to Jay Marugg as a temporary staff supervisor so staff would have someone to give staff advise in the absence of an Interim City Manager as council has no authority over city staff. Marugg noted he was only a phone call away and always on call 24/7/365. His current role as Transportation and Maintenance Director for the Tillamook School District he has staff that he must direct and respond to daily. He is flexible and will be available afternoons and for meetings as needed. Marugg noted he would like to submit a proposal to act as Interim

**Motion by Cn Findling to formally appoint Jay Marugg as Temporary Staff Supervisor. Seconded by Cn Riggs. All for the vote 4-0. Motion Passed.**

VI. FORMAL APPROVAL OF HURLIMAN AS CITY FINANCE AGENTS

Discussion on need for finances being a priority for the city and the inability to receive grants due to the past due audits.

**Motion by Cn Riggs to approve Hurliman CPA as the city finance agents in the interim. Seconded by Cn Wandell. All for the vote 4-0. Motion Passed.**

VII. SET BUDGET COMMITTEE AND COUNCIL MEETING TO PREPARE SUPPLEMENTAL BUDGET

Mayor Hall reported on the need to create a supplemental budget for the city due to transferring funds and staff salaries. Supplemental budgets are not easily done, and the city has not done one lately. It will require the budget committee to meet in September. Staff was directed to send all budget changes to Linda Bade so she can start working with the

CPA on the supplemental budget.

Discussion on contract signing authority, TRT funding and possible cuts to the budget. Cn Findling recommended a budget committee workshop to walk through the current budget and financials. Possible meeting dates in September were proposed.

Discussion on updates to the city credit card process. Staff will inquire with Umpqua Bank and report back to council.

VIII. PUBLIC COMMENT

David Laine, Resident – Expressed concern on job description of interim city manager and contract authority would need to be Pro Tem according to the city municipal code.

**Motion by Cn Findling to amend the motion to appoint Jay Marugg from Supervisor to Pro Tem City Manager. Seconded by Cn Hall. All for the vote 4-0. Motion Passed.**

Carolee North, Resident – Expressed her opinion on city finances and credit card usage.

IX. ADJOURNMENT

The meeting adjourned at 7:15 p.m.

ATTEST:

  
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Jay Marugg, City Manager Pro Tem

  
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Tim Hall, Mayor