

**MINUTES
FAIRVIEW CITY COUNCIL WORK SESSION
FAIRVIEW CITY HALL
300 HARRISON
FAIRVIEW, OREGON 97024**

OCTOBER 27, 1999 -- 7:00pm

**I. CALL TO ORDER/
ROLL CALL**

Mayor Vonderharr called the meeting to order at 7:00pm.

PRESENT: Mayor Roger Vonderharr
Councilor Ken Quinby
Councilor Steve Owen
Councilor Len Edwards
Councilor James Raze
Councilor Barbara Jones

ABSENT: Councilor Sherry Lillard

STAFF PRESENT: Marilyn Holstrom, City Administrator
Caren Huson, City Recorder

II. WORK SESSION - TELEVISION TIPS

Marilyn Holstrom, City Administrator, stated that if the Council wished to have media training, that the City would have to hire someone to provide that service, as only basic tips and discussions would be provided tonight. Administrator Holstrom indicated that she had spoken to Multnomah Cable Access who will be at the Council's first meeting at the new City Hall and which will be taped and televised.

Administrator Holstrom reviewed the written materials which had been provided to Council regarding communication tips and meeting management techniques, and reminded the Council to always assume that they were on camera. Also, remember to talk into the microphones, avoid acronyms, and to keep their thoughts and presentations concise. It was not good to ramble as you tend to lose your audience. Administrator Holstrom commented that Council should avoid bringing up personal items or issues in Council meetings. Mayor Vonderharr asked Council to remember that they are conducting a business meeting and that personal discussions need to be kept to a minimum.

Administrator Holstrom suggested that eating and drinking not occur when the meetings are televised; it would be fine to take drinks in a cup to the dais, but please do not eat at the dais. Administrator Holstrom suggested that the Council listen to each other and remember to use the speaker identification system so as not to interrupt each other. Administrator Holstrom asked that the Council keep their sense of humor, but try to avoid negative body language and insider jokes as they can be misread by those in the audience. Also, Council should not whisper to each other as it could appear as though a "private" decision was being made. Councilor Edwards added that Council should allow guest speakers to make a complete presentation before asking questions and not to interrupt the speakers; also, Council should insist that the speakers address the Council and not staff.

Councilor Raze stated that the Council needs to be themselves and get the job done. Administrator Holstrom mentioned that there may be more of a liability when the meeting is taped and televised as something may be viewed inadvertently and a challenge made on a decision.

Discussion ensued regarding the "dress code" for Council. Council agreed that attire should be "business casual": no ties required, no tank tops, T-shirts, jeans; however, sweaters and polo shirts were fine. Councilor Edwards stated that Council should be neat, clean, and respectful. Administrator Holstrom emphasized the fact that Council members at some point may have to get up and walk around and would be more visible when televised.

Administrator Holstrom stated that no Council meeting would be held on November 3rd.

Administrator Holstrom asked if the Council had thought about the City's Holiday Party this year and what they would like to do. Mayor Vonderharr suggested that the City provide the meat and beverages, that guests bring a potluck dish and that they be assigned a type of dish such as dessert, vegetable, etc. Also, the annual auction proceeds should go to the City this year to pay for the new City Hall's Open House Reception. Council concurred.

Administrator Holstrom distributed a handout from City Intern John Seidel regarding a City mission and value statement; Council was being asked to submit their ideas.

Discussions ensued regarding NERT training and staff assured Council that information would be passed along to Troutdale regarding NERT.

Mayor Vonderharr commented that he had spoken with a Columbia Corridor Association representative who was interested in helping to promote Fairview's industrial areas.

ADJOURNMENT

Councilor Owen moved and Councilor Raze seconded the motion to adjourn. Mayor Vonderharr adjourned the meeting at 9:08pm.

AYES: 6
NOES: 0
ABSTAINED: 0

Mayor Roger Vonderharr

Dated:

Caren C. Huson Quiniones
City Recorder