

MINUTES
CITY OF FAIRVIEW
CITY COUNCIL
November 2, 2011

Council Members

Mike Weatherby, Mayor
Barbara Jones, President
Lisa Barton Mullins
Ken Quinby
Larry Cooper
Dan Kreamier
Steve Owen (*Excused*)

Staff

Joseph Gall, City Administrator
Nancy Werner, City Attorney
Samantha Nelson, Finance Director
Devree Leymaster, Admin. Program Coordinator

WORK SESSION (6:00 PM)

1. **NEW PURCHASING RULES**

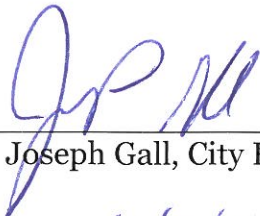
City Administrator Joseph Gall introduced the topic for discussion and commented currently staff was following state purchasing guidelines. Staff's goal was to create an internal comprehensive document that satisfied state requirements and provided clear process guidelines and definitions for who had authority and at what thresholds for informal and formal purchasing processes. Items to be considered and incorporated in the document included: execution of personal service contracts, signing authorities and at what thresholds, criteria for bid requirements, guidelines for change orders, sole sourcing and qualified rehab, when and at what levels would council notification or approval be required, handling and thresholds for construction contractor's performance bid bonds, etc.

Administrator Gall stated the Public Works Dept. favored continuing with the state purchasing rules. Public Works Director Allan Berry was unable to attend the work session. Staff would present ideas and draft policy at a future work session, December or January, in which Director Berry would present his ideas and concerns.

EXECUTIVE SESSION (7:00 PM)

1. **Labor Negotiations** - ORS 192.660(2)(d)

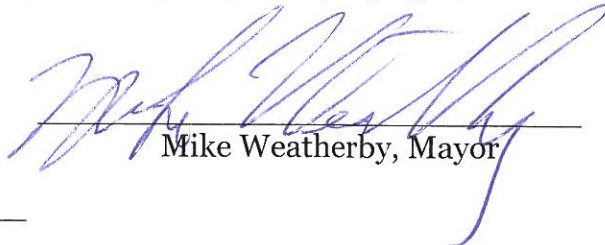
A complete recording of these City Council proceedings is available by contacting the
City of Fairview Administration Office, 1300 NE Village Street, Fairview, Oregon 97024.



Joseph Gall, City Recorder

12/8/11

Date of Signing



Mike Weatherby, Mayor