



**REGULAR MEETING MINUTES  
TOWN HALL  
April 1, 2020 — 6:00 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded and will be available on the City website.*

**1. Call to Order/Roll Call at 6:01 p.m.**

Members Present:	Members Absent:
Chair Ayers-Flood Member Land Member Berlant Member Dolan Member Harrison Member Ponomareff Member Clark	
Also Present:	
Sandra Spelliscy, Executive Director Zac Moody, Deputy Executive Director Gabriella Shahi, City of Talent Recorder	

**2. Speakers Heard on Non-Agenda Items**

None.

**3. Consent Agenda**

None.

**4. Regular Agenda**

**4.1 Discussion re: Contract for Executive Director/Project Manager Services**

Staff Report – Executive Director

At its March 4, 2020 meeting the Board approved entering into a contract with Jon Legarza to provide Executive Director/Project Manager services. HR consultant RVCOG prepared a personal service contract for the Board’s review and approval. The Board approved a draft contract at its March 18 meeting with the request that the Executive Director contact Legarza to discuss his intent regarding expense reimbursements when he made his fee proposal to the Board. Since the March 18 Board meeting, the following actions have taken place.

**March 19:** The ED contacted Legarza regarding the expense reimbursement issue. Legarza confirmed that it was his intent that his monthly fee included costs for him to travel to, and reside in, southern Oregon for approximately 4-6 days per month, and that he would not be seeking additional reimbursements for those expenses.

**March 20:** The ED presented Legarza with the draft contract and Scope of Work via e-mail.

**March 23:** The Board Chair sent the Board Vice-Chair and ED an e-mail with the following question. “Should we talk about initiating any procedures (if necessary) for postponing our contract with new ED?”

**March 23:** The ED received a signed copy of the proposed contract from Legarza without a request for any changes.

**March 23 -24:** There were a series of e-mail exchanges between the Chair, VC and ED regarding the Chair's question about postponing the contract. In the meantime, HR Consultant Ann Marie Alfrey had independently e-mailed Legarza and asked for his thoughts regarding how he envisioned proceeding in on the contract. That e-mail and his response is attached.

**March 25:** At the request of VC Dolan, the ED contacted Legarza to solicit his feedback about the possibility of postponing the contract until there was more clarity regarding the economic fallout from the COVID-19 pandemic, and if he had any thoughts how the contract might move forward in a more limited fashion. Staff had a fairly detailed discussion with Legarza and e-mailed him on March 26 to ask him if he could summarize his thoughts in a memo so that they could be presented to the Board. Staff hopes to have his response in time to include in the packet. The e-mail from ED to Legarza is also attached, as well as his response.

Discussion:

- The Board and staff discussed possibly starting a conversation about if any of the dynamics of the contract are changed due to the pandemic and potentially finding middle ground between pausing/suspending the contract and moving forward as originally planned, given the change of circumstances.
- The Board and staff discussed how the Urban Renewal Agency usually puts money into projects.
- The Board and staff discussed potential differences/disconnects in the scope of work that could be adjusted in the contract.
- The Board and staff discussed with Mr. Legarza matters including affordable housing, potentially waiting 60 days to begin the project, budgeting, and how to move forward with the project.
- The Board and staff discussed the need to schedule a study session to finish the discussion of the contract at a future date.

#### **5. Adjournment at 6:46 p.m.**

Respectfully submitted by:

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Gabriella Shahi, City Recorder

*Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website ([www.cityoftalent.org](http://www.cityoftalent.org)) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.*