

**CITY OF WILSONVILLE
CITY COUNCIL RETREAT MINUTES
WILSONVILLE WATER TREATMENT PLANT**

SATURDAY, FEBRUARY 11, 2012

The following City Council members were present:

Mayor Knapp
Council President Núñez
Councilor Hurst
Councilor Goddard
Councilor Starr

Staff present included:

Bryan Cosgrove, City Manager
Mike Kohlhoff, City Attorney
Starla Schur, Deputy City Recorder

Facilitator:

Dr. Rick Kirschner, The Art of Change LLC.

Mayor Tim Knapp called the meeting to order at 1:00 PM. Dr. Kirschner gave a power point presentation on the stages of meetings.

Before a Meeting:

- Circulate agenda
- Email & message boards
- Updates

Councilor Goddard wants more input on agenda items and asked how agendas come about. City Manager Bryan Cosgrove explained the 3 month rolling schedule and how items are goal orientated and can also be driven by many other factors such as time constraints. Councilor Goddard would like the agenda to be more specific about what council action is being sought for work session items too. Councilor Hurst noted that council does receive the meeting packet a week in advance plenty of time to call the City Manager about questions. Mayor Knapp stated it's important for council to have all the information necessary to make a decision. Items keep coming back to council that need to be addressed such as the bike/pedestrian bridge. Councilor Goddard said there needs to be a protocol for asking for council direction. Mayor Knapp noted a lot of process on an item may have happened before a councilor was elected. Councilor Hurst would like to see an official procedural manual from this training with items as to how to address one another and keep responses/statements under 5 minutes and possibly using Roberts Rules of Order as a guide.

Dr. Kirschner noted that council tends to try to speak the quickest but other members are not listening but just waiting for their turn. It's important to do the exercises learned this weekend and feel listened too and also be prepared for meetings. City Manager Cosgrove stated all meeting/agenda questions should be directed to him and he will share the answers with all of council.

DURING the Meeting:

- Start on time and be present
- Time Keeper and hold people accountable for time taken
- Focus
- Topic
- Process
- Ideas as Proposals

Dr. Kirschner explained that the City doesn't need bodies – it needs council to be present. Dr. Kirschner also stated it may not be the best idea to go right from a work session to a council meeting as it leaves no time for information to be processed. City Manager Cosgrove stated that means more meetings but council can decide. Dr. Kirschner suggested more productive meetings, keep time and use a timer if necessary and do the big items first. If council needs more information on a specific agenda item it is their responsibility to get answers prior to the actual meeting. It is also not necessary for each councilor to make a statement on each agenda item and don't duplicate statements already made. The Mayor is the time keeper and needs to keep the meeting structured, focused and flowing. There needs to be a motion on the table first, then discussion and then call for the question if discussion is going on too long. Consensus is not how city councils work but rather majority rules.

What to do with Two (or more) Positions:

- Narrowly define differences
- Listen, acknowledge, clarify criteria
- Seek a Solution

Discussion arose again as to the bike/pedestrian bridge and ways to handle it. City Manager Cosgrove noted the project is tied to master plans and needs to be addressed by council as he doesn't want to see a whole master plan tied up because of one project. Council needs to get informed on the project and Mr. Cosgrove will get Council the information necessary for council to make a decision.

Dr. Kirschner noted it is important to not just react and be thoughtful before you speak. Accept and blend. All of the council members are well intended and all voices need to be heard.

AFTER:

- Summarize meetings verbally
- Go round table (feelings, commitments)
- One Minute minutes
- Complete minutes

Leave time for the after stage where you can all say how it went before walking out the door.

In Summary:

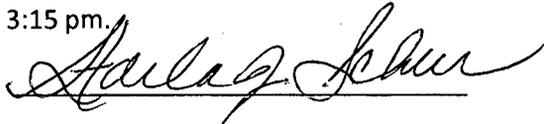
City Manager Cosgrove thanked everyone for their participation and asked if councilors had any specific priorities in the near future. Economic Development was noted by all. The city survey is expected to be finished up this spring.

Council members shared their thoughts on how the training went for them, everyone thanked Dr. Kirschner.

Dr. Kirschner urged the council to dream big – what is your idea for the perfect city and work on a vision. Get together and find values you have in common, then come together and share. Dr. Kirschner hoped he has given the city council some tools they can use and if you are carrying baggage talk to one another and reboot. The citizens of Wilsonville have voted and you are the right people in the right place.

Session ends at 3:15 pm.

Submitted By

A handwritten signature in cursive script, reading "Starla J Schur", written over a horizontal line.

Starla J Schur, Deputy City Recorder

Wilsonville City Council Goals and Action Items

Mission

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Priorities for Council Attention in 2011-12 (2 years)

A. Enhance livability and safety in Wilsonville

- ◆ School Resource Officer
- ◆ Policy for community events
- ◆ Programming for the Stein barn
- ◆ Concessions in parks and ball fields
- ◆ Commence and make substantial progress on feasibility of a Recreation Center
- ◆ Revisit skate park siting

B. Ensure efficient, cost-effective and sustainable development and infrastructure

- ◆ Wastewater treatment plant
- ◆ Water agreements with Sherwood
- ◆ Partnership with Tualatin on Basalt Creek Concept Planning
- ◆ Storm water master plan
- ◆ Transportation master plan

C. Ensure that constituents receive high quality, timely, and efficient products, processes, and services

- ◆ Constituent response and reporting system
- ◆ Client/Customer service initiative to exceed our customer's expectations and ensure continuous improvement
- ◆ Streamline processes and procedures

D. Develop, adopt and begin implementation of a comprehensive economic development strategy

- ◆ Create a city-wide economic development plan.
- ◆ Industrial, employment and future lands (including Coffee Creek)

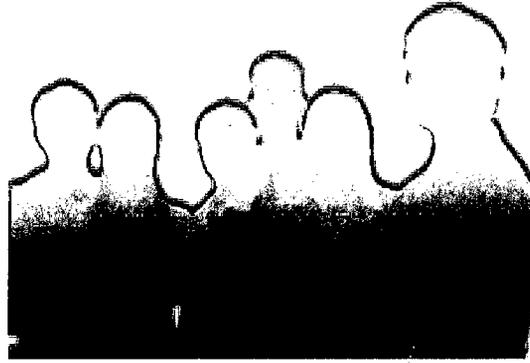
E. Improve City communications and actively engage with our community and the broader public

- ◆ Overall communication strategy

- ◆ Communication plans for each major project (develop framework)
- ◆ Explore options for customer service survey

F. Practice fiscal discipline to maintain or improve City's bond rating

- ◆ Adopt financial policy statements
- ◆ Asset management and potential property dispositions
- ◆ Fleet/SMART Building financing
- ◆ Reduce debt load
- ◆ Incorporate entrepreneurial practices wherever possible



Prepared exclusively for The City Council of Wilsonville, Oregon

LEADERSHIP RETREAT

LESSONS IN COMMUNICATION

with Dr. Rick Kirschner

Leadership Highlights:

- Secrets of Successful Relationships
- Nature of Sanity and Stress
- Blending to Build Trust and Cooperation
- Understanding Influence - 6 motivations, 7 signals
- Meetings Happen In Stages
- Community Leaders Must Provide Leadership



NOTES, QUOTES, DISCUSSIONS

If people don't want to come out to the ballpark, you can't stop them.

-Yogi Berra

SECRETS OF SUCCESSFUL RELATIONSHIPS

Moment of Truth: Any moment, no matter how small, that makes an impression. For every one negative moment of truth, you'll need 4 or 5 positive moments to balance the account.

The value of an apology: Two simple words, I'm sorry, can change everything. Even if you did what you did for a good reason, and even if you think it was right, you can have compassion for the impact of it on others.

Perception is all there is: Human relationships are not based in reality, but instead, based in perception. You can be winning and think you're losing, or losing and think you're winning. The best way to add perception to your relationships is to ask for feedback.

Little Counts Big

STRATEGIC LISTENING WITH SHERLOCK'S SIMPLE QUESTIONS:

Your delight is my desire, and I need your perspective. Can you please tell me:

1. What am I already doing that I could be doing better?
 2. What am I not doing that I ought to be doing?
 3. What am I doing that I ought to stop doing?
 4. How would you know? (This is the evidence question, and it accompanies the other three questions.)
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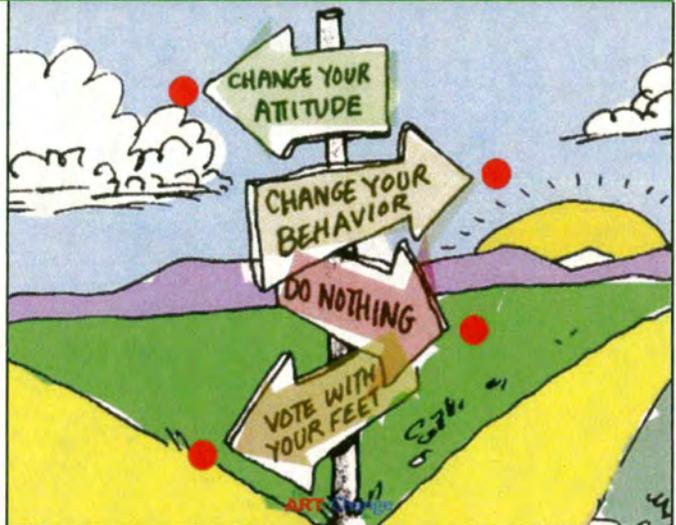
SINS AND SIGNALS

Apathy or Energy | Brush Off or Responsibility | Coldness or Warmth |
Condescension or Equality

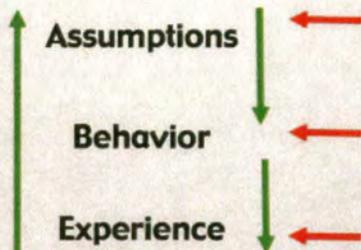
YOU ALWAYS HAVE A CHOICE:

1. Stay and do nothing - suffer and complain
2. Leave - not everything can be resolved
3. Change your attitude - stop suffering
4. Change your behavior - do something different

Changing your attitude precedes changing your behavior. When there's a mismatch, your internal state leaks out and interferes with what you are doing. When your insides match your outsides, you have congruence and personal power.



NATURE of SANITY



NATURE OF SANITY:

Everybody gets to be right. What do you want to be right about? There are two kinds of assumptions: Limiting and Useful.

LIMITING ASSUMPTIONS:

Tie you up, hold you back, trap you into self defeating counterproductive behavior. The result? You get to be right, and nothing changes.

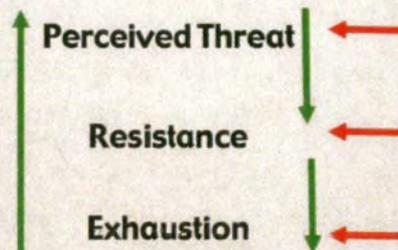
USEFUL ASSUMPTIONS

Give you enough informed perspective to get results with people.

NATURE OF STRESS:

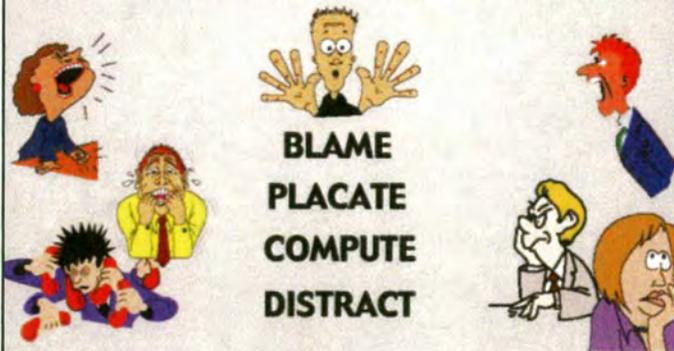
Once you perceive something as stressful, you will behave towards it like it is a threat, by either fighting it or fleeing from it. This leads to the experience of aggravation and exhaustion, at which point you can point back at it and say "See, look what that did to me!"

NATURE of STRESS



The role of assumptions in stress and in success

4 WAYS TO RESIST



BLAME
PLACATE
COMPUTE
DISTRACT

ART Change

RESISTING A PERCEIVED THREAT:

According to therapist and author Virginia Satir, people react to a perceived threat by blaming, placating, computing or distracting.

Blaming = Being the effect instead of the cause.

Placating = Taking on the stress of others

Computing = Withdrawing your attention

Distracting = Avoiding a threat

It's useful to assume that when people engage in bad behavior; more often than not, it is driven by good intent. In other words, people do what they do for what they perceive as good reasons.

People are predictable. Observe what behaviors observe in what context to learn about needs, motivations and more.

Useful Assumptions

POSITIVE INTENT

PEOPLE ARE PREDICTABLE

PREDICT IT, PLAN FOR IT

ART Change

INFLUENCE

DIRECTION
COMPOSURE
TRUST
STRATEGY

ART Change



ELEMENTS OF INFLUENCE:

1. Know what want, from yourself first, and then from the person, people or situation.
2. Get control of yourself.
3. Build trust.
4. Be strategic.

How To Change Your Attitude

CONFLICT AIKIDO:

As an alternative to the fight or flight response, you can accept the understandable, blend with it (move in the same direction) and then take charge over it, redirecting it towards your desired outcome. While it's obviously easier said than done, it's MUCH easier than conflict, both in terms of the energy it takes and the results it produces.

CONFLICT AIKIDO



ART-Change

ATTITUDE ADJUSTMENTS



Change Your Thoughts
Change Your Point of View

ART-Change

Change your Thoughts:

Tell yourself something encouraging instead of discouraging. If the words and pictures and feelings you use to describe your experience aren't helping, change them!

Change your point of view:

Get your perspective back. GO into the future, or compare it to something worse! This frees up your energy to think creatively about how to get a different result with your problem person.

Ten Minutes A Day Is Nothing:

Here's a recipe to get your stability back: Breathe! In addition to improving your memory and concentration, it will help you to stay calm in a storm. Just ten minutes a day of intentional breathing. YOU have to be awake for this to work (Napping has other benefits!)

If you find this difficult, start with one minute, work your way up to ten. And if your mind wanders, as soon as you notice it, bring your attention back to your breathing.

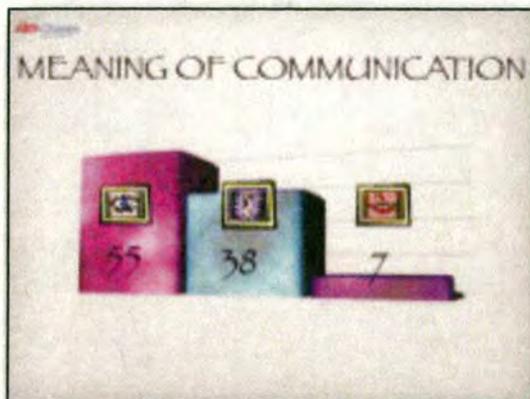


ART-Change

RESONANCE: BLENDING TO BUILD TRUST

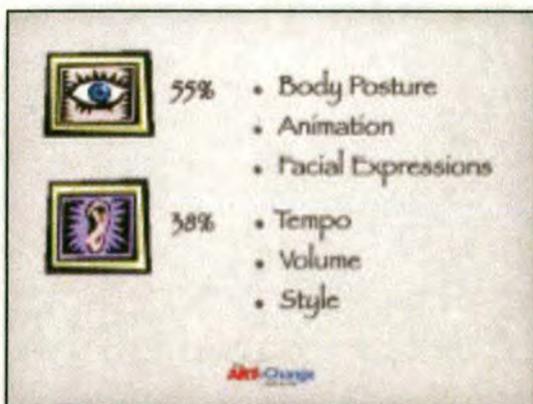
People experiencing stress seek signals that indicate whether you're with them or against them. There is no middle ground. The basic rule of relationship is in play: No one cooperates with anyone who seems to be against them.

55%, 38%, 7%



55% of the meaning people make in communication is based on what it looks like someone is saying, 38% what it sounds like someone is saying, and 7% what people are actually saying. Said another way, people decide if you're with them or against them based mostly on how you look and sound when you interact with them.

“I’m With You!”



When you send nonverbal signals of similarity, cooperation tends to increase. Blend with the 55% through body posture, animation, and facial expressions. Blend with the 38% through voice tempo and voice volume. Blend with style: Emotional or matter of fact. Brief or verbose. Direct and to the point, indirect and detailed, indirect and considerate, direct and enthusiastic.



with Dr. Rick Kirschner

CONNECTED LISTENING

The Basic Rule In Communication :

No one cooperates with anyone who seems to be against them.

Said another way, people cooperate when they perceive someone as on their side.

Five Great Reasons To Listen Well

- People want to be heard and understood.
- People love to hear themselves talk.
- People are drawn to people who listen.
- Most people don't know what they are talking about unless asked.
- Information is power.

Definitions:

- Surface Structure: Conscious. What someone says.
- Deep Structure: Subconscious. Thoughts behind the words. What they mean.

Basic Listening Rule:

Listen to Go Deep!

How to listen to go deep:

- Look and sound like you completely understand
- Verbal Backtracking: Repeat back keywords from what the person said
- The time to look confused is when you are asking questions.

Key Idea: Always backtrack before asking a question

Simple ways to go deep:

- Don't know what to ask? Say, "Tell me more."
- Doesn't make sense? Ask, "What does that have to do with this?"

When to listen:

- When you seek to persuade
- When people are emotional
- When dealing with criticism
- When you think someone is lying
- When it's a bad idea

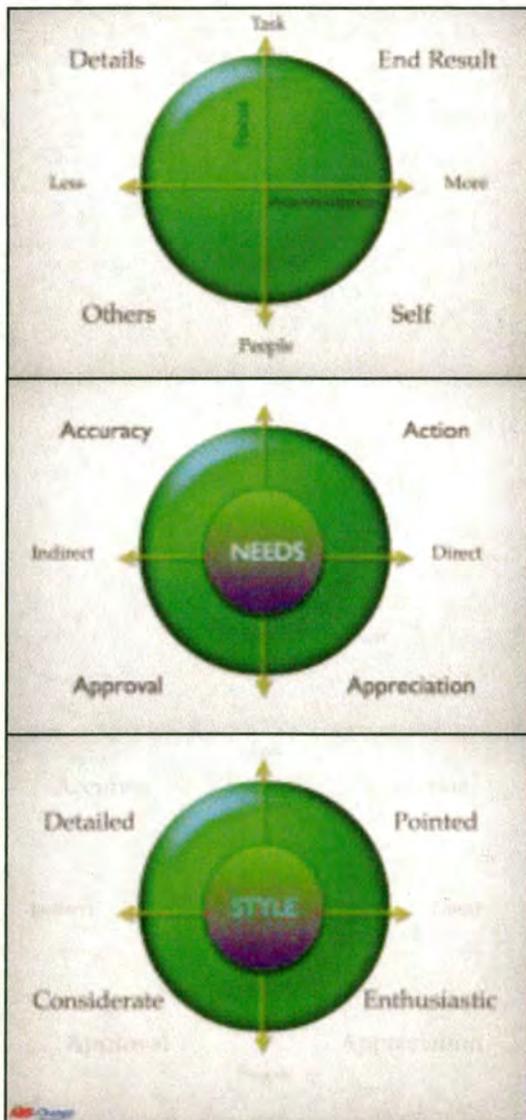
BLEND WITH NEEDS-STYLE

Basic rule: Nobody cooperates with anybody who seems to be against them.

Key Idea:

Some people need their interactions to lead to action. They tend to be direct and get right to the point. Others are concerned with accuracy, and require more time to address the subject. Some people are more concerned with how you feel about the interaction than they are with the point of it. And some people need to feel important when they interact with you, and seek to hold your

attention as a result. Opportunity: You can speak to their need by blending with their communication style. You can determine this through attention to focus and assertiveness level.



Focus

End result or details of a task

Assertiveness or Directness

About others, about self

Interpersonal Need

Action: Task focused, Direct

Accuracy: Task focused, indirect

Approval: People focused, indirect

Appreciation: People focused, direct

Blend with Need-Style

Action: Direct and get to the point

Accuracy: Indirect and detailed

Approval: Indirect and considerate

Appreciation: Direct and enthusiastic

SUMMARY OF KEY SKILLS FOR CONFLICT RESOLUTION

Key Idea: Reduce differences, send signals of similarity.

When attempting to find a common solution, rule out areas of agreement first. "So do we agree about x? Great. Do we agree about y? Ok." Then narrowly define the difference. Next, identify criteria. What are each of you attempting to satisfy with your ideas. Lastly, find the solution that satisfies more criteria than the original ideas.

Key Idea: Pygmalion Power

Instead of reinforcing behavior you don't want, help people break their mental connection to it. Say "That's not like you," and then tell them how you want them to be, as if they already are.

Key Idea: Gentle Confrontation

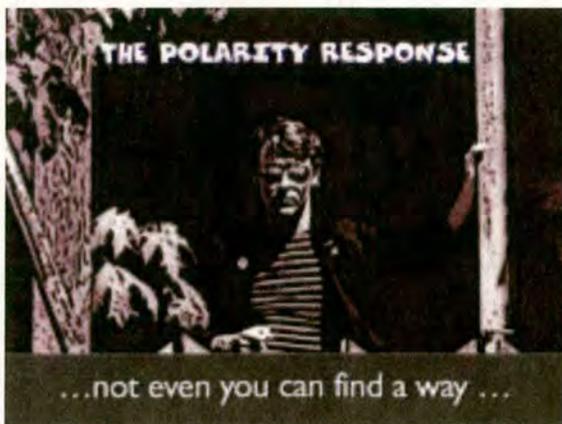
Let the person know that you want to help, but that you need their help in order to help them.

Key Idea: Tactful Interruption

Once you've listened to what someone says, it is reasonable that you get a turn to speak. If a person interrupts you after you've heard them out, then you can gently interrupt them by saying their name or gender over and over again until they ask "What?" That's your signal to say, "As I was saying," and pick up where you left off.

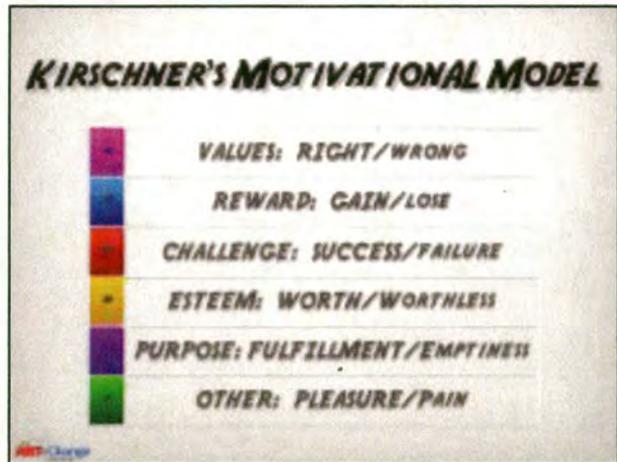
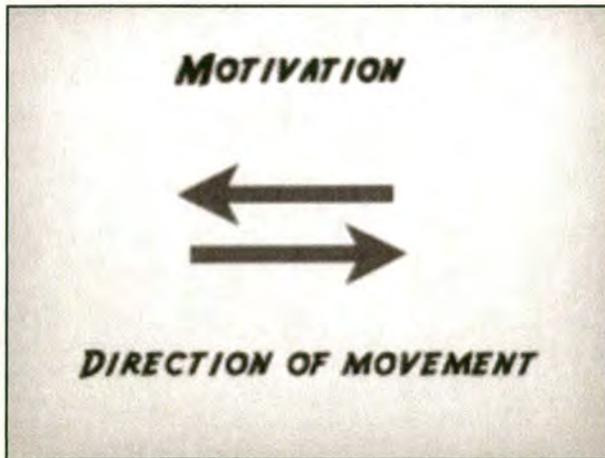
Key Idea: Documentation

Documents speak louder than words. If you can point to a visual piece of evidence while talking about it, you empower your words. If you can point to a log of a running problem while talking about the solution, you empower your words. For this reason and many others, it's a good idea to keep a Captain's Log on the bridge of your enterprise.



Idea: Polarity Response

When someone responds to every positive with a negative, you may be dealing with that person's Polarity Response. In that case, you might gain an improvement by providing a negative reference point that leads to a positive polarity. Say "You're right. I guess not even you could find a way..." Or precede your positive direction with a negative word, as in "Don't agree to this until you're ready," or "You won't believe it, but there's a solution."



MOTIVATION = Direction of motive, either towards (desire) or away (fear). A person's motivations should guide what you say. There are many motivational models. This is one of them.

THE KIRSCHNER MODEL OF PERSONAL MOTIVATION

MOTIVE	Towards/Away	Notes
VALUES	Right / Wrong	Values are intensely personal.
REWARD	Win/Lose	Rewards can be intrinsic or extrinsic.
CHALLENGE	Success/Failure	Passion, preparation and perseverance
ESTEEM	Worth/Worthless	To increase or gain prestige, influence
PURPOSE	Fulfillment/Emptiness	The BIG REASONS WHY
OTHER	Pleasure/Pain	The biological basis for all motivation?

Key Ideas

Fear is the dark side of motivation. It often accompanies and clarifies motivation. Fear is a powerful short term motivator. Desire is a powerful long term motivator.

The more motivational forces you employ, the more powerful your proposition.

DISCOVER YOUR MOTIVATIONS

With a partner, explore your own reasons for doing what you do.

What do you like about your work?

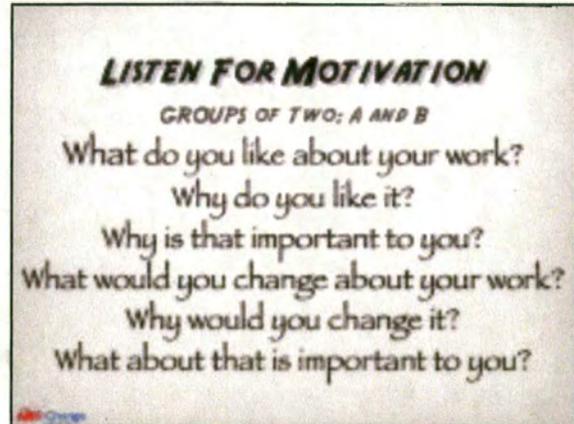
Why do you like it?

Why is that important to you?

What don't you like about it?

Why don't you like it?

Why is that important to you?



BUILD YOUR STACK:

1. Identify something you must do in the days and weeks ahead
2. Come up with one reason why for each towards and each away motivation, then stack them with strongest on the bottom.

VALUES(Right/Wrong)

Desire to do right

Fear to do wrong

REWARD(Gain/Lose)

Desire for gain

Fear of loss

CHALLENGE(Success/Failure)

How does taking action lead to success?

How does not acting lead to failure?

ESTEEM (Worth/Worthless)

How does taking action increase your worth?

How does not acting decrease your worth?

PURPOSE (Big Reasons for Being)

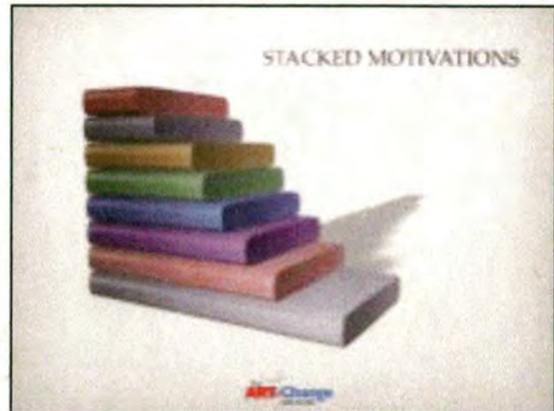
How does taking action fulfill your life?

How does not taking action leave you empty?

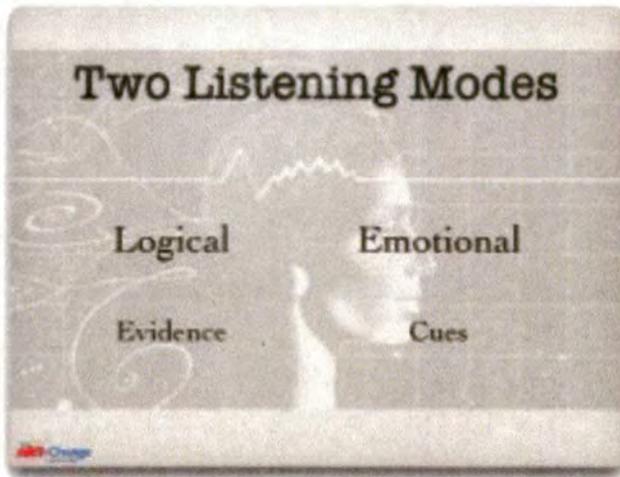
OTHER (Pleasure/Pain)

How does taking action lead to pleasure?

How does not taking action lead to pain?



TWO WAYS PEOPLE LISTEN



People listen logically or emotionally, rarely do they do both. Logical listeners prefer facts, statistics and details. So it is good to have strong evidence. But it is not enough to have the facts on your side.

Emotional listeners use mental shortcuts to conserve on the need for thought energy, and respond to information targeted to their interpersonal and individual needs and motivations.

CONFIDENCE COMES FROM PREPARATION

When preparing what you're going to say, it is useful to prepare for both logical and emotional listening. Start by gathering the logic, facts and evidence to support your idea, then follow through by trying different emotional appeals using the 7 Signals. In this way, you're prepared for anything.

**What logic, facts and evidence support your idea?
Make a brief list here:**

Remember the RULE of TESTIMONY

Two kinds of testimony: Expert, and anyone other than you! Winning the right person to your side may be enough to win everyone else to your side.



SEVEN SIGNALS

AFFINITY

We like people who like us. We like people who are like us. We like people we want to be like.

Keywords: Commonality. Charisma. Charm. Respect. Positive Associations.

COMPARISON

Bad/worse, good/bad, great/good, old/new, side by side Comparisons increase value.

RECIPROCITY

It's all about a little give and take. Quid pro quo. I scratch your back, you scratch mine.

Keywords: Free. Sacrifice. Favor. Here's what I can do for you.

CONFORMITY

People don't want to stick their neck out too far. There's safety in numbers.

When others are doing it, you should do it too.

Keywords: Popular. Standard. Trend. Movement.

AUTHORITY

Person in charge should know where we are and offer a better view ahead.

Keywords: Status. Control. Experience. Testimonials. References.

CONSISTENCY

Interpreted as strength of character. The reason it is hard for people to change their minds.

Keywords: Step by step,. Commitment. Promise. Agreement. Here's how this relates to that.

SCARCITY

People value what is scarce.

Keywords: Emphasize Demand. Highlight a limited Supply. Make it exclusive.



BONUS MATERIAL: LISTEN FOR POSITION

What it is: A position is an assumption or opinion stated as a fact. To build a position, a person must draw a conclusion. To bolster a position, a person must stop gathering information (“I’ve made up my mind!”) Positions, therefore, represent the end of the line of critical thought on a particular subject or issue. Once a position is taken, mental activity is organized around accumulating supportive factual and/or emotional evidence, which then become rehearsed arguments. Warning: Taking a position about a position isn’t going to help you to persuade.

Remember: There’s not much point in arguing over positions. Arguments are only rarely persuasive. Instead, tease a position apart, learn how it works, and you may find the gaps through which you can introduce new information. The real solution to dealing with positions is to use questions to do one or more of three things: 1) introduce doubt, and provide just the right amount of critical data persuasively; 2) redefine the meaning made of the data; 3) find out the interests behind positions and address those interests in new and creative ways.

3 KINDS OF POSITIONS

Strong Positions: Defined in stark, black and white terms.

Advice: Help preserve the main position, introduce doubt about a particular aspect only.

Ex: “THIS is the way to do it”

Response: How does that work in this particular circumstance?

Weak Positions: Surrounded by doubts.

Advice: Understand the doubts and address them.

Ex: “I don’t think that’s a good idea.”

Response: What about it isn’t good? Here’s what we can do about that.

Opposition: It’s about your position and their values.

Advice: Acknowledge the value, show how a failure to support your position undermines that same value.

Ex: That idea is wasteful.

Response: What about the waste of time and money we invested in developing the idea?

MEETINGS HAPPEN IN STAGES

BEFORE

- Circulate agenda in question form
- Use email and message boards
 - Informal discussion of issues
 - Updates
 - Getting others up to speed
- Rotate meeting leadership

The Art of Change

DURING

- Start on time
- Get and Keep Yourself Present
- Time Keeper
 - Hold people accountable for time taken
- Recorder
- Visual Device (Focus, Acknowledge)

The Art of Change

DURING

- Topic
- Process
 - Brainstorm
 - Match/ Mismatch
 - Robert's Rules - Why have rules?
- Ideas as Proposals
 - Discussion follows proposals
 - Make sure quiet people have a voice

WHAT TO DO WITH TWO (OR MORE) POSITIONS

- Narrowly define the difference by ruling out areas of agreement
 - Listen to each other
 - Acknowledge good intent
- Clarify criteria and definitions
- Seek a solution that encompasses as many criteria as possible

The Art of Change

AFTER

- Summarize meeting verbally
- Go Round Table (feelings, commitments)
- One minute minutes-Produce and Distribute
 - Dollars
 - Decisions
 - Deadlines
 - Commitments
- Complete Minutes

The Art of Change

The Responsibilities of Leadership

HOLD THE FOCUS

- **WHAT ARE WE DOING?**
- **WHY ARE WE DOING IT?**
- **WHY DOES IT MATTER?**

Every member of a group has a responsibility to the other members of the group to keep the mission in focus. This isn't somebody's job, it's everybody's job. Without it, even the most interesting work becomes routine after a time. Ask and answer these questions of yourself and each other at meetings, on projects, and whenever a new effort is begun. What are we doing? Why are we doing it? Why does it matter?

WHERE RUBBER MEETS ROAD.

RESPECT: Don't do to others what you don't want done to you.

INFORM: Let people know about decisions before they are implemented. Spread the word when important information finds its way to you.

RECOGNIZE: Catch each other in the act of doing something right.

KEEP IT MEANINGFUL

- **RESPECT**
- **INFORM**
- **RECOGNIZE**

SELF MANAGEMENT

People ought to be able to observe you to know what you are all about. Self management means you don't wait until you're in trouble. There is support all around you. But it's not enough to want support. You've got to reach out.



Manage Yourself



FREE RESOURCES

Main Site and Blog: TheArtofChange.com

18 Issue Complimentary Enews - TheArtofChange.com

BOOKS by Dr. Rick Kirschner (available in bulk or by individual copy):

How To Click With People

The Secret To Better Relationships In Business And In Life

Insider's Guidebook To The Art Of Persuasion

Use Your Influence To Change Your World

Dealing With People You Can't Stand:

How To Bring Out The Best in People At Their Worst

Life By Design: Making Wise Choices In A Mixed Up World

EBOOKS by Dr. Rick Kirschner

How To Click With People <http://howtoclickwithpeople.com>

Insider's Guidebook To The Art Of Persuasion

Insider's Playbook

Dealing With Relatives

Life By Design

Love Thy Customer

AUDIO by Dr. Rick Kirschner

8 Volume CD Set or Digital Download Insider's Guide To The Art Of Persuasion

COACHING with Dr. K

Information at TheArtofChange.com

the **ART** of Change

skills for life.

DR. RICK KIRSCHNER, BESTSELLING AUTHOR, SPEAKER, COACH

Dr. Rick Kirschner offers a powerful approach to dealing with change that unlocks creativity, enhances team communication and increases commitment. He creates his programs using a palette of essential attitudes, behaviors and skills for successful interactions.

In keynote speeches for association events and conferences, in seminars and training for Fortune 1000 companies, and at executive retreats, he helps his audience find the motivation to do the important work today for creating a better tomorrow.



Dr. Kirschner is a best selling author of numerous books and multimedia programs, including the international bestseller, 'Dealing With People You Can't Stand: How To Bring Out The Best In People At Their Worst,' 'Love Thy Customer,' 'Life By Design,' and the comprehensive communication program, 'Insider's Guide To The Art of Persuasion.' His new book, 'How To Click With People: The Secret To Better Relationships In Business and In Life,' from Hyperion Books, is in bookstores now.

Dr. Kirschner is a long-time faculty member with the Institute for Management Studies, a thought leader with Athena Interactive and CanDoGo, and adjunct professor of communication at Southwest College of Naturopathic Medicine in Tempe, Arizona. His clients include some of the world's best known organizations, such as AT&T, Heineken, Kraft, McDonalds, NASA, U.S. Army and National Guard, Starbucks and Texas Instruments.

Dr. Kirschner has delivered his expertise in thousands of radio and television appearances, interviews, newspaper and magazine articles, from CNBC and CBC to FOX, the Wall Street Journal, USA Today, Entrepreneur, Selling Power and Success Magazine.

Learn more at TheArtofChange.com | drkinfo@theartofchange.com

Jan 8.



WILSONVILLE LEADERSHIP RETREAT AGREEMENTS

TIME: I, _____, agree to be ready on time, and at agreed upon times, to the best of my ability.

PARTICIPATION: I agree to participate, to the best of my ability, in the activities and discussions. I agree to listen when others are talking, and not to engage in side talking.

CONFIDENCE: I agree to keep in confidence any personal disclosures made by my fellow councilors during the retreat unless I have asked for and received specific permission to share it with others.

ACCOUNTABILITY: I agree to hold myself accountable for these agreements. It is not anyone else's job to hold me accountable for the promises that I make.

(signature and date)

King, Sandy

Rec'd 1/13/12 sch.

From: Doris Wehler <daweher@gmail.com>
Sent: Friday, January 13, 2012 8:24 AM
To: Goddard Richard; Hurst Steve; Mayor Tim Knapp; Nunez Celia; Starr Scott; King, Sandy
Subject: Re: Testimony on compensation

Date: January 13, 2012

(Please include this e-mail in the Council Board packets with a request that it be read out loud at the meeting)

Re: Compensation for elected officials

I have read all the Council packet materials on the Elected Officials Stipends and Benefits. I am at a Boundary Committee meeting for the school district tonight so I cannot attend your meeting. Here are my recommendations, with which I feel many in our community would agree:

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My recommendations are based on the following:

1. These are volunteer positions. We have a city manager form of government, not a strong mayor form.
2. There is no reason to provide insurance. Councilors must provide their own before and after serving on the Council. Providing insurance is increasingly expensive.
3. Stipends for the Mayor are out of line with other cities of our population. The current Mayor's salary is greater than any except Tigard. (There may have been changes from what is shown on the chart in the Council packet.)
4. Just because Wilsonville is a developing city doesn't mean that the duties of our mayor are greater than other cities, especially ones such as Tualatin, Sherwood and Lake Oswego. We have unique situations we address, but so do each of them.
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In the analysis of the Task Force, they said: "The Task Force is reluctant to send a message to future mayors that the city wants less time and effort from its Mayor." I counter that with point #5 above. The City Manager, or other designated staff, should be the city's representative except when an "elected official" is required.

Thank you for listening and carefully considering my recommendations.

Doris Wehler
6855 SW Boeckman Road
Wilsonville, Or 97070

Rice 1/13/12
ack

Mayor Knapp, Council President Nunez and Councilors Goddard, Hurst and Starr,

I understand that Council will meet today to discuss compensation for elected officials and I assume that the focus will be on the Mayor's remuneration.

There have been those who have attempted to cast doubt on the importance of a Mayor's role in our city, implying that the City is actually run by the City Manager and that Councilors could take turns filling in for the Mayor at important regional meetings. I wonder how many important regional meetings those people attend. If they did attend, they would see that the people with clout around the table are the regional mayors. It is clear that the public face of Hillsboro, Beaverton, Tigard, Tualatin, Lake Oswego, Wilsonville and other cities is not a member of their councils, nor their city managers, but their mayors. It is also clear, in my experience, that any substitute for one of the mayors at the table is not a real player in the debates or decision making on that day. We citizens of Wilsonville need to recognize how complex and demanding the mayor's job has become and how much time must be dedicated to accomplish it. We have a great City Manager, but he has a different job from the Mayor. He is the day to day business manager of the City, keeping City staff and operations running efficiently. The Mayor is involved in such matters as regional land use and transportation issues, at Metro and elsewhere, and such local issues as attracting new jobs by recruiting new companies to the city, providing affordable housing, making sure our utility and local transportation infrastructure is efficient, cost effective and adequate, etc. etc. And who is the person who dedicates the time to lead the request, at the Metro, State and Federal level, for money to provide for all of this—why yes, it is our mayor.

The mayor of Wilsonville's job has become much more complex and requires a dedicated, intelligent, well balanced and responsive individual in the position, who is willing to spend the time to properly represent us. Wilsonville is a special place and we all want to keep it that way. We should not be compared with a Tualatin or Tigard. We need to offer compensation commensurate with attracting the right caliber of person to be the public face of this special place, not some average of mayoral compensation of surrounding cities. And when it comes down to it we will be getting a bargain because the Mayor's compensation is a very, very small portion of the annual budget of this City.

I respectfully ask you to take all of this into consideration in your deliberations.

Thank you.

Tony Holt

Wilsonville

January 13, 2012

King, Sandy

From: Michelle Labrie Ripple <michelle@nwautomation.com>
Sent: Thursday, January 19, 2012 1:34 PM
To: Schur, Starla; City Council Members; Mayor; celianunez01@gmail.com; steven.j.hurst@gmail.com; richardgoddard2010@gmail.com; scottstarr97070@gmail.com; King, Sandy
Subject: Elected Officials Stipends and Benefits
Importance: High

(Please include this e-mail in the Council packets with a request that it be read out loud at the work session and council meeting.)

Honorable City Council,

I have read all the Council packet materials on the Elected Officials Stipends and Benefits. I was planning to attend in person but I have a conflict with my daughter's schedule so I am unable to. Here are my recommendations, which I have vetted with many people and business leaders in the community, all who feel strongly that it is time we pay our Mayor a fair stipend for the work he does on our behalf. It can't completely reimburse him for the time spent away from his own business interests but it will help.

(a) continue paying for health insurance for Mayor, Councilors and their families or eliminate it for all of them. It is not fair to take it away from the Mayor and give it to the rest of the councilors.

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(c) continue with Mayor having cell phone and laptop.

(d) reimburse Mayor and Councilors for mileage at the IRS rate.

(e) reimburse Mayor and Council for other expenses directly related to position, such as necessary travel expense.

My recommendations are based on the following:

When considering how much stipend to pay our Mayor you need to also consider that Wilsonville is in a unique geographical position. We can't be compared to other surrounding communities. We have more entities that have a say in our livability than any of our neighbors. We are the only community that has all these factors:

We are subject to The Federal Government, The State of Oregon, Two counties, (Washington and Clackamas), Two school districts (Canby and WLWV), Metro (we are on the edge of the Urban Growth Boundary which makes us more vulnerable to Metro than our neighbors), ODOT (we are bisected by I-5) not to mention the entities that have jurisdiction over the Willamette River which also bisects us.

We need a Mayor who has the time, intellect, knowledge of the issues AND desire to represent our interests at all the entities that have a say in our livability. They all want to hear from our elected Mayor, NOT just our staff. We are the community we are today because we have had dedicated Mayors

who went to these multitudes of meetings on our behalf. Gone are the days of old when our Mayor could just focus on Wilsonville and not have a voice in the greater regional, state and national arena. Wilsonville may be a small community but we have big, powerful entities that could adversely affect us if we don't make sure we are well represented at all their meetings. The money our Mayor has brought in because of his trips to Washington, DC should be evidence enough of the importance of sending him and not just staff to represent our interests.

While it is nice to think that the other councilors will step up and attend some of these meetings, as a former councilor I can tell you, it is not realistic. Although everyone has good intentions, no one else will take the time to go or learn everything they need to know to do a good job representing us. (What is the attendance record of our councilors at their liaison assignments?? Liaison assignments are a commitment to our community that is just as important as the regional meetings the Mayor attends on our behalf. Too often it is tempting to assume that because we don't have much to say at the meetings as liaisons, it isn't important for us to attend. It is vitally important that council members attend and give good reports to the rest of the council. That is how Council knows what each of our boards and commissions are working on and stay abreast of what is happening in our community.) When I was on the council the Mayor attended the bigger regional meetings and the councilors attended the various City board and commission meetings. I believe this is still the case and no one else on the council has the necessary background, time or experience to represent us as well as Mayor Knapp does. It is important for future councils and Mayors that the job of Mayor be differentiated so that prospective candidates truly understand the commitment and amount of time it takes to do a good job. If we are to stay a community run by citizens who truly represent us then we need to make sure that more people can afford to run and not just people who can afford not to work very much. I had to leave my council position because I could no longer afford the time away from my own business. Doing the job of Mayor was completely out of the question.

A cell phone and laptop are essential tools. As a business owner I had to use a separate laptop and email account for city correspondence to make sure that my business computer could never be subpoenaed. It is only fair that the Mayor be given these tools to do his job. It also makes sense so that the documents, emails, presentations and everything else on the laptop be passed on to the next Mayor. It is also cost effective and more efficient for the Mayor's cell phone number to remain the same no matter who is Mayor.

Mileage and travel expenses should be self-explanatory. I think that reimbursement for actual expenses at the accepted IRS rate is fair and would avoid anyone being either over or under reimbursed.

Thank you for listening and carefully considering my recommendations.

Best regards,

Michelle

Michelle Ripple
Northwest Automation and Control
29851 SW Camelot St.

**Mayor Knapp: City Business Time Logs
February 1, 2011 through June 16, 2011**

February:	92.5 hours
March:	113.6 hours (plus 5 nights away)
April:	149.7 hours
May:	111.5 hours
<u>June (thru 6/16):</u>	<u>50.8 hours</u>
4 ½ Month Total:	518.1 hours
Monthly Average:	115.1 hours per month

Tim Knapp

S 1/30
M 1/31

Ph./EM. .2
Breakfast w/ import & George 1.7
Prep for workweek 1.2
Comm. w/ workweek 4.0
Phone / EM. ~~8~~

JAN

T. 2/1

Meets / WEA Breakfast "Building Tomorrow's DC" 3.5
Phone / EM. .6

W 2/2

Phone / EM. 3
GAC 1.5

Th. 2/3

Phone / EM. .5
C/4 3.0

F. 2/4

Phone / EM. .3
Airport sub/pac 2.5 Feb

B.2

~~Lions Club Conference~~

S-2/5

Lions Club Conference 1.0

Tu 3/1

Mail + Ph. 3 + .2

JPACT meeting - Plan DC Trip 2.1

W 3/2

Mail + Ph. .6
Walden meeting w/ Council - 1.6
Prep / meet w/ Trial Council. - 3.2

Th 3/3

Mail + Phone - .3
W.E.A Breakfast - 2.8
C/4 - 3.1

F 3/4

Ph. & Email .3

SAT 3/5 Review Conf Res/Bags/Pack to DC - 2.5

Sun. 3/6

Flight - leave 3:45 AM
Arrive @ hotel 4:45 EST 10.0 + 10.25 away

S 2/6 Hunt Coffee 2.5
 (●) 2/7 Phone/Fm .5
 M 2/7 Read Packet + Prep 2.0
 WCC 2.0
 P.M. .5 - 2:30 meeting team
 Work Session - 2.0 - meeting w/ Joe
 Concert - 4.0 - NET to A w/ team
 T 2/8 SBA/WEA 2.5 w/ Alton
 Phone/Fm .5
 "12:00/Off" Sign Ord. f. 1.0
 W 2/9 Phone/Fm .5
 Th 2/10 Ph/Fm .5
 Wal/Drum - 2.0 Phone/Drum .5
 F 2/11 Ph/Fm .7 (Scott S.) - Chad - Steph - Jean
 S 2/12 Ph/Fm .3
 Coffee w/ Richard - 1.4
 Su 2/13 Email/Ph (Scott S.) 7
~~Neuro BFM Col.~~
 M 2/14 Email/Ph Kink .6
 Neuro BFM Col. - .5
 Phone/Jenna - .4
 T 2/15 Email - .4
 Or. Comm. Foundation Meeting - 1.5
 " Hi Speed Rest meet - 1.5 / Lauren
 Meet w/ Staff - .6
 Meet w/ Lynn Peterson - 1.7
 Meet w/ Lou Olson - .6
 W 2/16 Email - .4
 Phone Conf. - Metro Reg / Climate Change Summit - .5
 Call/meet w/ Scott Stew. - .3
 Receive Smart Growth 4000's at stake - .3

Th.

- 2/17 Email + Phone .7
- meet w/ Lion Club. -1.5
- Conf. w/ Waldron. -1.3
- meet w/ Art Tech HS -1.0
- Talk w/ Tasha + Ottens. - .3
- " w/ Hunt. - .3

F 2/18

Email + Phone - .6

S 2/19

Review ^{of} ~~of~~ ^{of} research ^{Emails} -1.1

Sa 2/20

Write w/r P.O.V for paper - 3.5

Ma 2/21

EMAIL - P.O.V + other .4

Cong. Schnader Visit + Industrial Bus Tour 2.5

T 2/22

Email - .3

Solo Open House 2.6

W 2/23

Email + Phone - .4

Th 2/24

Email .4

Prep for Council - 2.1

Council - 4.7

F 2/25

Email + Phone - .65

Visit City Hall - Sign Memorandum - .7

Council Report - 5.2

Speech (a) Chabon - .8

SA 2/26

Lions Club Conf - 1.0

Council Report - 6.7

Natl Guard Awards Dinner - 5.5

Su 2/27

6

M 2/28

Meet w/ Staff Miller/Ottens - .7

Phone + Email -

Hotel
Feb 25

Mon 3/7 - 10.⁰ + 14.0 away
 Tu 3/8 10.⁰ + 14.0 away
 Wed 3/9 10.⁰ + 14.0 away
 Th 3/10 10.⁰ + 14.0 away
 Fri 3/11 5.0 + 19.0 away

Tu 3/17 Email - .3
 Prep for phone/Concert meeting - 1.2
 Concert - 2.5

F 3/18 Flight - Leave hotel 5:50am EDT
 to PDX Arrive home 3:45 pm PPT) 11.9

Su 3/20 Email - .3

M 3/21 Ph/Email - .3

T 3/22 Ph/Email - .4

meet w/ Staff Killy/Tracy/Ottend - 1.5

" w/ Newster - 1.5

W 3/23 Phone/Email - 2.3

Th 3/24 " " - .6

Review Solo Docs/discuss w/ Killy - 1.2

F 3/25 Phone/Email - .3

meet w/ Newster - 1.2

S 3/26 Ph/Email - .2

Su 3/27 meetings - 2.2 + .3

M 3/28 " - 1.3

T 3/29 Phone/Email 1.2

meetings - 2.5

w 3/30 Ph/Email - 1.8

Th 3/31 Ph/Email - 1.6

MDA Harris/Salen - 3.5

108.5
 March total
 113.6

FR 4/1 Wato Climate Conf - 5.5

Ph/Email 1.6

Su 4/3 meeting prep 1.0

ph/Email .2

M 4/4 meeting prep 2.5

ph/Email .6

Council 7.3

T 4/5 Student Essay School 1.5

Ph/Email 1.3

Student Art Council 1.4

W 4/6 Ph/Email 1.5

Meet w/ McCabe .9

GAC + discussion 2.3

Council Exec / work 4.3

TH 4/7 Ph/Email 1.4 + .4

c/4 meeting 3.5

F 4/8 Ph/Email 3.2

N.A.I.O.P Meeting 1.7

CC Commis. Lohan/Limona 1.2

Write 2^o Opnom / splen 2.1

S 4/9 meet Citizens 1.0

ph/email .3

S 4/10 ph/email .3

M 4/11 Ph/Email .2 + .2

Solo/Chamber meeting 2.1

- 4/12 Ph/Email .3

498

2000 (49.8)

W 4/13	Ph/Email -	0.5
	Chamber Meeting -	1.9
	Chamber Luncheon -	2.2
	Meets/Golden -	1.4
	MPAC -	4.0
Th 4/14	Ph/Email -	4.2
FR 4/15	Ph/Email -	4.8
S 4/16	Ph/Email -	1.6
	meet w/Chamber, Councilors, Press	2.8
	City Event - Hosp. Local	.8
Sa 4/17	Ph/Email -	1.4 + 3
	meet Collet/Hart/Twin	2.3
M 4/18	Ph/Email -	1.4
	meeting Prep	2.2
	Council	7.2
T 4/19	Ph/Email -	.7
	Exec Search Prep	1.8
W 4/20	Ph/Email -	1.7
	Exec Search Prep	1.9
	Spec. Council Meeting Prep	.5
	meeting/discussion	2.5
Th 4/21	Ph/Email -	1.8
	Exec. Search Prep	1.0
	" " Meeting	3.0
	meet w/ Press	1.5
F 4/22	Ph/Email -	.8
	Grand Round Visit	8.0
S 4/23	Ph/Email -	.9

1135 sas ✓

row 113.5

Sa 4/24 Ph/Email .4

M 4/25 Ph/Email .5

Budget Prep .6

meetings 4.5

Tu 4/26 Ph/Email .6

Budget Prep 1.0

Budget meeting 3.4

W 4/27 Ph/Email 1.3

meet Kalkhof & Press to 7

Budget prep 1.7

sub 28.2

Th. 4/28 Ph/Email 1.2

Meeting Prep 1.0

Budget Meeting 4.0

WEA 3.2

Bus. Meetings - 2.4

F 4/29 Ph/Email - 2.3

Chamber - 1.6

S 4/30 Ph/Email .5

Solo Campaign ~~5.3~~

~~Or. Tourism Conf. 7.2~~

APRIL
149.17 hrs

Sa 5/1 Ph/Email .4

Solo Campaign 4.8

Or Tourism Conf. 1.2

M 5/2 Ph/Email 1.1

Meeting Prep 1.8

Council 3.5

T 5/3 Ph/Email 1.2

Budget Comm 3.4

188 (15/16)

Wed 5/4 Ph/Email .4
 CM Search 4.4
 Chamber CAL 2.1
 Th 5/5 Ph/Email .6
 Re JPAET/MPAET 2.7
 CM Search 3.7
 Discussion w/ maps 1.1
 Fr 5/6 Ph/Email .6
 B+C Interview 1.2
 SA 5/7 Ph + Email .3
 Su 5/8 Ph + Email .4
 M 5/9 Ph + Email 1.1
 WCC 2.2
 T 5/10 Ph + Email 1.6
 Chamber Level 1.9
 C Area Meeting 2.1
 W 5/11 Ph/Email 2.1
 CM Search 3.1
 Th 5/12 Ph/Email 1.2
 CM Search 4.4
 Meet w/ maps 2.3
 F 5/13 Ph/Email 2.2
 Meet w/ Staff 2.0
 Meet w/ Press 1.2
 B/C Interview 1.3

SA 5/14 Ph/Email .6
 meetings 1.4
 CM meeting 3.7
 Su 5/15 Ph/Email .5
 meetings 2.0
 CM Proposal 1.5
 Mo 5/16 Ph/Email .7
 meeting Prep 1.4
 Council 6.3
 Tu 5/17 Ph/Email 1.1
 meetings .8
 Wed 5/18 Ph/Email .6
 meetings 1.7
 Th 5/19 Ph/Email .8
 meetings 1.5
 Fri 5/20 Ph/Email .5
 Mon 5/21 Ph/Email 1.2
 Tu 5/22 Ph/Email .6
 We 5/23 Ph/Email .5
 WTP Qm Hour 3.5
 Th 5/24 Ph/Email .4
 WEA 2.4
 City Econ Dev 3.0
 C4 3.1
 F 5/27 Ph/Email 1.4
 Sat 5/28 Ph/Email .2
 Su 5/29 Ph/Email .1
 Mo 5/30 Ph/Email .2
 Tu

46.2
 sub 41.7
 sub 5

Tu 5/30 Ph/Email .6
 meet / Orgme 1.5
 " / ^{pen} Wplen 2.7 4.8

W 6/1 Ph/Email .5
 CAC 1.8
 HBA 3.3

Th 6/2 Ph/Email .3
 PRE-JPAET 2.5
 Casey Dugel/Tisha 2.3
 C/4 3.3

F 6/3 Ph/Email 1.4

Sa 6/4 Ph/Email .3
 Parade/Art 3.0

Su 6/5 Ph/Email .2
 Arts .5

M 6/6 Ph/Email .9
 meeting prep 1.6
 Council 4.1
 WCC 2.2

T 6/7 Ph/Email .7
 Ecotology Event 1.2
 resolution .6

W 6/8 Ph/Email .8
 Solo Debrief 2.8
 CCI 2.1

Th 6/9 Ph/Email .8
 School Grounds 1.3

F 6/10 Ph/Email .4
 Reports 1.3
 SA 6/11 Ph/Email -4

Su 6/12 Ph/Email .2

M 6/13 Ph/Email 1.4
 Logging .6

T 6/14 Ph/Email .6
 Chamber 1.7

W 6/15 Ph/Email .7

Th 6/16 Ph/Email .5
 Chamber 1.5
 meetings + BBQ 3.4

~~F 6/17 Ph/Email 1.1~~

May ^{total} 111.5

Feb - 92.5
 (28 days)

March - 113.6 + 5 nights away
 (31 days)

April - 149.7
 (30 days)

MAY - 111.5
 (31 days)

JUN - 50.8
 (16 days)
 2 1/2

518.1 ÷ 45 =
 115.13/mo.

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6855 SW Boeckman Road
Wilsonville, Or 97070

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Wilsonville

January 13, 2012

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(d) reimburse Mayor and Councilors for mileage at the IRS rate.

(e) reimburse Mayor and Council for other expenses directly related to position, such as necessary travel expense.

My recommendations are based on the following:

When considering how much stipend to pay our Mayor you need to also consider that Wilsonville is in a unique geographical position. We can't be compared to other surrounding communities. We have more entities that have a say in our livability than any of our neighbors. We are the only community that has all these factors:

We are subject to The Federal Government, The State of Oregon, Two counties, (Washington and Clackamas), Two school districts (Canby and WLWV), Metro (we are on the edge of the Urban Growth Boundary which makes us more vulnerable to Metro than our neighbors), ODOT (we are bisected by I-5) not to mention the entities that have jurisdiction over the Willamette River which also bisects us.

We need a Mayor who has the time, intellect, knowledge of the issues AND desire to represent our interests at all the entities that have a say in our livability. They all want to hear from our elected Mayor, NOT just our staff. We are the community we are today because we have had dedicated Mayors

who went to these multitudes of meetings on our behalf. Gone are the days of old when our Mayor could just focus on Wilsonville and not have a voice in the greater regional, state and national arena. Wilsonville may be a small community but we have big, powerful entities that could adversely affect us if we don't make sure we are well represented at all their meetings. The money our Mayor has brought in because of his trips to Washington, DC should be evidence enough of the importance of sending him and not just staff to represent our interests.

While it is nice to think that the other councilors will step up and attend some of these meetings, as a former councilor I can tell you, it is not realistic. Although everyone has good intentions, no one else will take the time to go or learn everything they need to know to do a good job representing us. (What is the attendance record of our councilors at their liaison assignments?? Liaison assignments are a commitment to our community that is just as important as the regional meetings the Mayor attends on our behalf. Too often it is tempting to assume that because we don't have much to say at the meetings as liaisons, it isn't important for us to attend. It is vitally important that council members attend and give good reports to the rest of the council. That is how Council knows what each of our boards and commissions are working on and stay abreast of what is happening in our community.) When I was on the council the Mayor attended the bigger regional meetings and the councilors attended the various City board and commission meetings. I believe this is still the case and no one else on the council has the necessary background, time or experience to represent us as well as Mayor Knapp does. It is important for future councils and Mayors that the job of Mayor be differentiated so that prospective candidates truly understand the commitment and amount of time it takes to do a good job. If we are to stay a community run by citizens who truly represent us then we need to make sure that more people can afford to run and not just people who can afford not to work very much. I had to leave my council position because I could no longer afford the time away from my own business. Doing the job of Mayor was completely out of the question.

A cell phone and laptop are essential tools. As a business owner I had to use a separate laptop and email account for city correspondence to make sure that my business computer could never be subpoenaed. It is only fair that the Mayor be given these tools to do his job. It also makes sense so that the documents, emails, presentations and everything else on the laptop be passed on to the next Mayor. It is also cost effective and more efficient for the Mayor's cell phone number to remain the same no matter who is Mayor.

Mileage and travel expenses should be self-explanatory. I think that reimbursement for actual expenses at the accepted IRS rate is fair and would avoid anyone being either over or under reimbursed.

Thank you for listening and carefully considering my recommendations.

Best regards,

Michelle

Michelle Ripple
Northwest Automation and Control
29851 SW Camelot St.

**Mayor Knapp: City Business Time Logs
February 1, 2011 through June 16, 2011**

February:	92.5 hours
March:	113.6 hours (plus 5 nights away)
April:	149.7 hours
May:	111.5 hours
<u>June (thru 6/16):</u>	<u>50.8 hours</u>
4 ½ Month Total:	518.1 hours
Monthly Average:	115.1 hours per month

Tim Knapp

S 1/30
M 1/31

Ph./EM. .2
Breakfast w/ import & George 1.7
Prep for work session 1.2
Connect work session 4.0
Phone / EM. ~~8~~

JAN

T. 2/1

Memo/WBA Breakfast "Building Tomorrow's DC" 3.5
Phone / EM. .6

W 2/2

Phone / EM 3
GAC 1.5

Th. 2/3

Phone / EM .5
C/4 3.0

F. 2/4

Phone / EM .3
Airport sub/Pac 2.5 Feb

13.2

~~Line Club Conference~~

S-2/5

Lions Club Conference 1.0

Tu 3/1

Mail & Ph. 3 + .2

JPACT meeting - Plan DC Trip 2.1

W 3/2

Mail + Ph .6
Walden meeting w/ Council - 1.6
Prep / meet w/ Trial Council. - 3.2

Th 3/3

Mail + Phone - .3
W.E.A Breakfast - 2.8
C/4 - 3.1

F 3/4

Ph. & Email .3

Sat 3/5 ³ Steven Conf Res/Bags/Pack for DC - 2.5

Sun. 3/6

Flight - leave 3:45 AM
Arrive @ hotel 4:45 EST 10.0 + 10.25 away

S 2/6 Hunt Coffee 2.5
 M 2/7 Phone/Em .5
 Read Packet + Prep 2.0
 WCC 2.0
 P.M. .5 - 2:30
 Work Session - 2.0 -
 Concert - 4.0
 T 2/8 SBA/WEA 2.5 w/Alton
 Phone/Em .5
 12:00/Off Sign Ord f 1.0
 W 2/9 Phone/Em .5
 Th 2/10 Ph/Em .5
 Wal/Em - 2.0
 Ph/Em .5
 F 2/11 Ph/Em - .7 (Scott S.) - Chad - Steph - Jenna
 S 2/12 Ph/Em - .3
 Coffee w/ Richard - 1.4
 Su 2/13 Email/Ph (Scott S.) uk
~~Service BFM Cd~~ .7
 M 2/14 Email/Ph Kink .6
 Nurse BFM Cd. - .5
 Phone/Jenna - .4
 T 2/15 Email - .4
 Or. Comm. Foundation Meeting - 1.5
 " Hi Speed Rest meet - 1.5 / Lauren
 Meet w/ Staff - .6
 Meet w/ Lynn Peterson - 1.7
 Meet w/ Lou Olson - .6
 W 2/16 Email - .4
 Phone Conf. - Metro Reg / Christie Clarye Sweet - .5
 Call/meet w/ Scott Stew. - .3
 Receipt Smart Comm? Books outstak - .3

- Th 2/17 Email + Phone .7
 meet w/ Lions Club. - 1.5
 Conf. w/ Waldron. - 1.3
 meet w/ Art Tech HS - 1.0
 Talk w/ Tasha + Otterd. - .3
 " w/ Hwst. - .3
- F 2/18 Email + Phone - .6
- S 2/19 Review ^{part} w/ R research ^{Emails} - 1.1
- Sa 2/20 Write w/ R P.O.V for paper - 3.5
- Mo 2/21 EMAIL - P.O.V + other - .4
 Cong. Schnader Visit + Industrial Bus Tour 2.5
- T 2/22 Email - .3
 Solo Open House 2.6
- W 2/23 Email + Phone - .4
- Th 2/24 Email .4
 Prep for Council - 2.1
 Council - 4.7
- F 2/25 Email + Phone - .65
 Visit City Hall - Sign Revolution - .7
 Council Retreat - 5.2
 Speech @ Chabon - .8
- SA 2/26 Lions Club Conf. - 1.0
 Council Retreat - 6.7
 Natl Guard Awards Dinner - 5.5
- Su 2/27 ϕ
- M 2/28 Meet w/ Staff Miller/Otterd - .7
 Phone + Email -

(Hotel)
 Feb 25

Mon 3/7 - 10.⁰ + 14.0 away
 Tu 3/8 10.⁰ + 14.0 away
 Wed 3/9 10.⁰ + 14.0 away
 Th 3/10 10.⁰ + 14.0 away
 Fri 3/11 5.0 + 19.0 away

Th 3/17 Email - .3
 Prep for phone/consult meeting - 1.2
 Consult - 2.5

F 3/18 Flight - Leave hotel 5:50am EDT
 to PDX Arrive home 3:45pm PDT) 11.9 ~~11.9~~

Su 3/20 Email - .3
 M 3/21 Ph/Email - .3
 T 3/22 Ph/Email - .4
 meet w/ Staff Kishoy/Treka/Ottens - 1.5
 " w/ Reporter - 1.5

W 3/23 Phone/Email - 2.3
 Th 3/24 " " - .6
 Review Solo Docs/discuss w/ Kishoy - 1.2

F 3/25 Phone/Email - .3
 meet w/ Reporter - 1.2

S 3/26 Ph/Email - .2
 Su 3/27 meetings - 2.2 + .3
 M 3/28 " " - 1.3

T 3/29 Phone/Email 1.2
 meetings - 2.5

W 3/30 Ph/Email - 1.8
 Th 3/31 Ph/Email - 1.6
 MDA Hearing/Salen - 3.5

108.5
 March total
 113.6

FR	4/1	Wp to Climate Conf	5.5
		Ph/Email	1.6
Su	4/3	meeting prep	1.0
		ph/Email	.2
M	4/4	meeting prep	2.5
		ph/Email	.6
		Council	7.3
T	4/5	Student Essay School	1.5
		Ph/Email	1.3
		Student Art Council	1.4
W	4/6	Ph/Email	1.5
		Meet w/ McCabe	.9
		GAC + discussion	2.3
		Council Exec. / WOTP	4.3
Th	4/7	Ph/Email	1.4 + .4
		c/4 meeting	3.5
F	4/8	Ph/Email	3.2
		NATIP Meeting	1.7
		CC Commis. Lohan/Linman	1.2
		Write ⁽²⁾ Opinnon / Splenon	2.1
S	4/9	meet Citizens	1.0
		ph/email	.3
S	4/10	ph/email	.3
M	4/11	Ph/email	.2 + .2
		Solo/Chamber meeting	2.1
T	4/12	Ph/Email	.3

1998

W 4/13 Ph/Email - 2.5
 Chamber Meeting - 1.9
 Chamber Luncheon - 2.2
 Meeting/Goldard - 1.4
 W/PAC - 4.0

Th 4/14 Ph/Email - 4.2

FR 4/15 Ph/Email - 4.8

S 4/16 Ph/Email - 1.6

meet w/ Chamber, Commissioners, ^{2.8} Press
 City Event - ~~1.8~~ .8

Sa 4/17 Ph/Email 1.4 + ~~1.3~~ ^{1.3}

meet Goldard/Hurst/Turn 2.3

M 4/18 Ph/Email 1.4

meeting Prep 2.2

Council 7.2

T 4/19 Ph/Email .7

Exec Search Prep 1.8

W 4/20 Ph/Email 1.8

Exec Search Prep 1.9

Spec. Council Meeting Prep .5

meeting/discussion 2.5

Th 4/21 Ph/Email 1.8

Exec. Search Prep 1.0

" " Meeting 3.0

meet w/ Press 1.5

F 4/22 Ph/Email .8

Grand Rhoads Visit 8.0

S 4/23 Ph/Email .9

1135 ^{sal}

row 113.5

Sa 4/24 Ph/Email .4

M 4/25 Ph/Email .5

Budget Prep .6

meetings 4.5

Tu 4/26 Ph/Email .6

Budget Prep 1.0

Budget meeting 3.4

W 4/27 Ph/Email 1.3

meet Kalkhof & Res 1.7

Budget prep 1.7

sub 28.2

Th. 4/28 Ph/Email 1.2

Meeting Prep 1.0

Budget Meeting 4.0

WEA 3.2

Bus. Meetings - 2.4

F 4/29 Ph/Email - 2.3

Chamber - 1.6

S 4/30 Ph/Email .5

Solo Campaign ~~5.3~~

~~On. Tourism Conf. 7.2~~

APRIL

149.17 hrs

Su 5/1 Ph/Email .4

Solo Campaign 4.8

On Tourism Conf. 1.2

M 5/2 Ph/Email 1.1

Meeting Prep 1.8

Council 3.5

T 5/3 Ph/Email 1.2

Budget Comm 3.4

188 (186)

Wed 5/4 Ph/Email .4
 CM Search: 4.4
 Chamber GAC 2.1
 Th 5/5 Ph/Email .6
 Re SPAET/MPAET 2.7
 CM Search 3.7
 Discussion w/ maps 1.1
 Fr 5/6 Ph/Email .6
 B+C Interview 1.2
 SA 5/7 Ph + Email .3
 Su 5/8 Ph + Email .4
 M 5/9 Ph + Email 1.1
 WCC 2.2
 T 5/10 Ph + Email 1.6
 Chamber Lunch 1.9
 Citrus Meeting 2.1
 W/S 11 Ph/Email 2.1
 CM Search 3.1
 Th 5/12 Ph/Email 1.2
 CM Search 4.4
 Meet w/ maps 2.3
 F 5/13 Ph/Email 2.2
 So announced meet w/ staff 2.0
 meet w/ press 1.2
 B/C Interview 1.3

SA 5/14 Ph/Email .6
 meetings 1.4
 CM meeting 3.7
 Su 5/15 Ph/Email .5
 meetings 2.0
 C/M Proposal 1.5
 Mo 5/16 Ph/Email .7
 meeting Prep 1.4
 Council 6.3
 Tu 5/17 Ph/Email 1.1
 meetings .8
 Wed 5/18 Ph/Email .6
 meetings 1.7
 Th 5/19 Ph/Email .8
 meetings 1.5
 Fri 5/20 Ph/Email .5
 Mon 5/23 Ph/Email 1.2
 Tu 5/24 Ph/Email .6
 We 5/25 Ph/Email .5
 WTP Qm Home 3.5
 Th 5/26 Ph/Email .4
 WEA 2.4
 City Council 3.0
 C4 3.1
 F 5/27 Ph/Email 1.4
 Sat 5/28 Ph/Email .2
 Su 5/29 Ph/Email .1
 Mo 5/20 Ph/Email .2 / 4.17
 Tu

46.2
 Sub

41.7
 sub

Tu 5/30 Ph/Email .6
 meet / Orgme 1.5
 " / ^{pen} Wplen 2.7 4.8

W 6/1 Ph/Email .5
 CAC 1.8
 HBA 3.3

Th 6/2 Ph/Email .3
 PRE-JPAET 2.5
 Carey Dugel/Tisha 2.3
 C/4 3.3

F 6/3 Ph/Email 1.4

Sa 6/4 Ph/Email .3
 Parade/Arr 3.0

Su 6/5 Ph/Email .2
 Ants .5

M 6/6 Ph/Email .9
 meeting prep 1.6
 Council 4.1
 WCC 2.2

T 6/7 Ph/Email .7
 Ecotology Event 1.2
 resolution .6

W 6/8 Ph/Email .8
 Solo Deboraf 2.8
 CCI 2.1

Th 6/9 Ph/Email .8
 School Grounds 1.3

F 6/10 Ph/Email .4
 Reporter 1.3
 SA 6/11 Ph/Email -0

Su 6/12 Ph/Email .2

M 6/13 Ph/Email 1.4
 Logging .6

T 6/14 Ph/Email .6
 Chamber 1.7

W 6/15 Ph/Email .7

Th 6/16 Ph/Email .5
 Chamber 1.5
 meetings + BBQ 3.4

~~F 6/17 Ph/Email 1.1~~

May ^{total} 111.5

Feb - 92.5
 (28 days)

March - 113.6 + 5 nights away
 (31 days)

April - 149.7
 (30 days)

MAY - 111.5
 (31 days)

JUN - 50.8
 (10 days)

518.1 ÷ 45 =
 115.13/mo.

50.8

Schur, Starla

From: Wolf, Beth
Sent: Wednesday, February 01, 2012 2:21 PM
To: Schur, Starla
Subject: RE: CC retreat

Chris Hannan. I called and they have a screen but no projector. So, we will need to bring one and perhaps some long power cords.

Beth Wolf | Information Systems Assistant | City of Wilsonville | 503.570.1513
Disclosure: Messages to and from this email address may be subject to Oregon Public Records Law.

From: Schur, Starla
Sent: Wednesday, February 01, 2012 2:16 PM
To: Wolf, Beth
Subject: RE: CC retreat

Go ahead and call her what's her last name again? And thanks

From: Wolf, Beth
Sent: Wednesday, February 01, 2012 2:15 PM
To: Schur, Starla
Cc: King, Sandy
Subject: RE: CC retreat

We have a portable projector but I'm wondering if the WTP conf room has one built in. Chris at the WTP should know. Do you want to call her or should I?

Beth Wolf | Information Systems Assistant | City of Wilsonville | 503.570.1513
Disclosure: Messages to and from this email address may be subject to Oregon Public Records Law.

From: Schur, Starla
Sent: Wednesday, February 01, 2012 1:53 PM
To: Wolf, Beth
Cc: King, Sandy
Subject: CC retreat

Beth, do we have the below?? This is what the facilitator for our council retreat this year over at the WTP conf room needs...we can set anything up Fri, Feb 10th (unless of course you want to come over at 8am Saturday with me haha)

Essentially, I need an LCD projector to connect to my Mac laptop (standard VGA connection), a screen, a table to put my laptop on and a bar stool. If we have a flip chart handy, we may use it.

Schur, Starla

From: Hannan, Chrislyn <chrislyn.hannan@veoliawaterna.com>
Sent: Thursday, February 02, 2012 9:19 AM
To: Greene, Michael; Schur, Starla
Subject: RE: Feb 11

Hello Starla,
Yes, we have a bar stool type chair and we will have it in the conference room for use on Feb. 11th.

Thanks,

Chris

Chris Hannan
Veolia Water North America
10350 SW Arrowhead Creek Ln
Wilsonville, OR 97070
Voice (503) 582-9655
Fax (503) 582-9050
chrislyn.hannan@veoliawaterna.com
<http://www.veoliawaterna.com>

From: Greene, Mike
Sent: Thu 2/2/2012 6:59 AM
To: Schur, Starla
Cc: Hannan, Chrislyn
Subject: RE: Feb 11

Starla:

Not sure about the bar stool. There may be a stool in the lab. There is a screen in the conference room though.

Chris: do we have any stools in the lab or something else taller than a regular chair.

Mike

Michael Greene, P.E.
Technical Director (Structuring)
VEOLIA WATER NORTH AMERICA (West-LLC)
10350 SW Arrowhead Cr. Ln.
Wilsonville, OR 97070
Tel: 503 582-9655 – Cell: 503 807-5241

From: Schur, Starla [<mailto:schur@ci.wilsonville.or.us>]
Sent: Wednesday, February 01, 2012 1:59 PM
To: Greene, Mike
Subject: RE: Feb 11

Sorry to bother but is there screen in the conf room?? Also you would bar stool over there? Our facilitator wants one...
go figure

From: Schur, Starla
Sent: Friday, January 20, 2012 9:09 AM
To: Greene, Michael
Subject: RE: Feb 11

Great!

From: Greene, Mike [<mailto:michael.s.greene@veoliawaterna.com>]
Sent: Friday, January 20, 2012 6:17 AM
To: Schur, Starla
Cc: Labrie, Jason; Hannan, Chris
Subject: RE: Feb 11

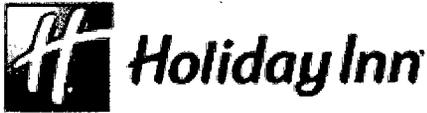
Starla:

Yes, someone is there at that time. We'll make sure the door is open.

Mike

From: Schur, Starla [<mailto:schur@ci.wilsonville.or.us>]
Sent: Thursday, January 19, 2012 9:40 AM
To: Greene, Mike
Subject: Feb 11

Hi, say I would like to use the WTP conf room again on Sat, Feb 11 from 8-5 for the Council Retreat. I booked it online but is there anything I need to do to make sure we can have the door open at 8am? I think there is someone there right? Let me know, thanks Starla



Welcome, Already a Priority Club Rewards member? [Sig](#)

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[H](#)

Thank you. Your reservation is confirmed.

Your Confirmation Number is **69078752**

Hotel Information



PORTLAND- I-5 S (WILSONVILLE)

25425 SW 95TH AVE,
WILSONVILLE, OREGON
UNITED STATES 97070

Hotel Front Desk: 1-503-682-2211

[Add to Favorites](#)

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Stay Summary

[View More Details Of Your Stay](#)

Check-In Date: Thu 09 Feb 2012

Check-Out Date: Sat 11 Feb 2012

Room Type: 1 QUEEN BED EXECUTIVE
FLOOR NONSMOKING

Number of Rooms: 1

Number of Persons: 1 Adults 0 Children

Guest Information

RICK KIRSCHNER
29799 SW TOWN CENTER LOOP EAST, CITY
OF WILSONVILLE CITY HALL ,
WILSONVILLE OR, UNITED STATES 97070,
5035701506
king@ci.wilsonville.or.us

Me

Reservation Price Summary

[View Price Details](#)

Best Price Guarantee – find a lower price for our hotels elsewhere and your first night is free.

Average Nightly Rate	\$116.50 USD
Price for 1 rooms 2 nights	\$233.00 USD
Total Tax †	\$23.30 USD
Estimated Total Price †	\$256.30 USD

Additional Charges May Apply

The following fees will be added to your total hotel bill only if they apply to your stay.

Pet Fee:

\$15.00 USD



Rate Type: Best Flexible Rate

Modify or Cancel Policy: Canceling your reservation before 6:00 PM (local hotel time) on Thursday, 9 February, 2012 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 9 February, 2012, or failing to show, will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

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Pow
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- 10% rebate on all point redemptions
- No foreign transaction fees

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1 877 834 3613

B
Be

King, Sandy

From: Dr. Rick Kirschner <rick@theheartofchange.com>
Sent: Monday, February 06, 2012 3:23 PM
To: Cosgrove, Bryan
Cc: King, Sandy
Subject: Re: Hotel: Guesthouse Inn & Suites? Close to the venue?
Attachments: SmallGroupRoomSetup2012.pdf

Hello Starla and Sandy!

Yes, please get me a room at the Holiday Inn for Thursday and Friday night, and send me a confirmation, much appreciated! Also, a flip chart will come in handy. I'll need an LCD projector to connect my Mac laptop to...standard VGA connection. If I can have the projector on a table with room for my laptop that would be ideal. (Room setup chart attached) I'll need a barstool (a tall chair to sit on from time to time so I'm not on my feet all day) Oh, and I will be using my own laptop.

Thank you,
Rick

From: Schur, Starla
Sent: Tuesday, January 31, 2012 3:59 PM
To: 'rick@theheartofchange.com'
Subject: RE: Hotel: Guesthouse Inn & Suites? Close to the venue?

Hi, this is Starla, Bryan's secretary and actually the Holiday Inn is a good bet here in Wilsonville. Its on the same side of town as the venue – water treatment plant PLUS there is a restaurant/lounge, workout, pool etc. I can book you a room just give me the dates. Just in case Bryan forgets to ask... do let me know if you need flip charts, laptop, etc for the sessions ok. Look forward to meeting you.

PS the venue for Fri nite is a cozy Italian restaurant off Wlsv rd. They have a backroom which is separated from the main part of the restaurant...

From: Cosgrove, Bryan
Sent: Tuesday, January 31, 2012 3:52 PM
To: Schur, Starla
Subject: FW: Hotel: Guesthouse Inn & Suites? Close to the venue?

503.570.1504 (work)
cosgrove@ci.wilsonville.or.us
29799 SW Town Center Loop
Wilsonville, Oregon 97070

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

"A basic tenet of a healthy democracy is open dialogue and transparency." - **Peter Fenn**

From: Dr. Rick Kirschner [mailto:rick@theartofchange.com]
Sent: Tuesday, January 31, 2012 3:46 PM
To: Cosgrove, Bryan
Subject: Hotel: Guesthouse Inn & Suites? Close to the venue?

Bryan

We're looking into hotel accommodations, and I've been asked to ask you about the Guesthouse Inn & Suites on SW Citizens Drive. Is that going to be fairly close to the venue where we hold our training? What do you recommend?

Best wishes
Rick

Dr. Rick Kirschner

Keynotes, Training, Coaching

Visit my site: TheArtOfChange.com

Call me: 541-488-2992

Join my FB page: TheArtofChangePage

Follow me on Twitter: [DrKND](https://twitter.com/DrKND)

Connect on LinkedIn: [@DrKND](https://www.linkedin.com/company/dr-kirschner)



My new book, at your favorite
bookseller: **How To Click With**

People <http://HowToClickWithPeople.com>

Dr. Rick Kirschner

Keynotes, Training, Coaching

Visit my site: TheArtOfChange.com

Call me: 541-488-2992

Join my FB page: TheArtofChangePage

Follow me on Twitter: [DrKND](https://twitter.com/DrKND)

Connect on LinkedIn: [@DrKND](https://www.linkedin.com/company/dr-kirschner)



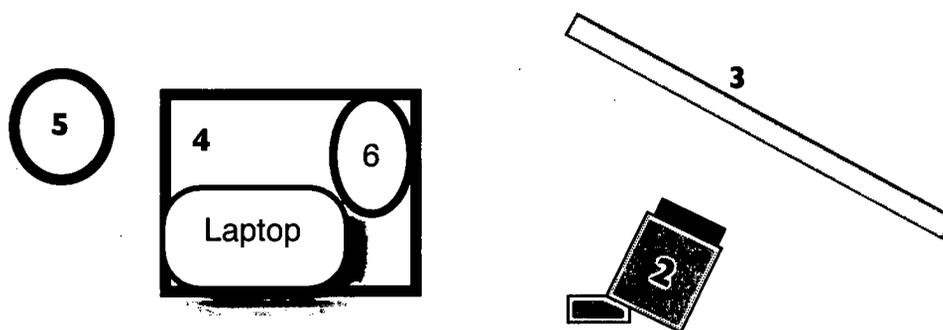
My new book, at your favorite
bookseller: **How To Click With**

People <http://HowToClickWithPeople.com>



Dr. Rick Kirschner's Ideal Room Setup

Please call with any questions
(541)488-2992 m: 541-210-0678



IMPORTANT!

Please arrange room seating so that both the image on the screen and the presenter are clearly visible from all seating in the room.

Please do not place presenter in front of the screen..

Equipment List

1. Sound out (1/8" jack) from laptop to house system
2. LCD projector, Power Strip for laptop
3. Screen (10' or larger is preferred)
(Please position LCD far enough from screen to get large image)
4. Small table large enough to hold laptop and notes)
- 5.. Barstool
6. Bottled water, NO ice

Laptop is an Apple MacBook Pro with a Standard hookup to the LCD projector.
Dr. Kirschner's preference is to have his laptop on a table nearby, for use as a monitor.