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CITY OF YACHATS
CITY COUNCIL SPECIAL MEETING
Civic Meeting Room, Yachats Commons
April 25, 2016
10:00 A.M.
MINUTES

The special meeting of the City Council was called to order by Mayor Ronald Brean at 10:00 a.m. in the Civic Meeting Room at the Yachats Commons. Council members present: Greg Scott, Sandy Dunn, Barbara E. Frye and Max Glenn. Audience: 3.

Steve Worthington, from Prothman explained appropriate and inappropriate interview questions and the interview process.

Worthington said that the candidates have been asked to give a 15 minute presentation and there will be time for about 10 interview questions, followed by time for the candidates to ask questions of the City Council.

City Council discussed interviews questions that they would be asking the candidates.

Cheryl Beatty was the first candidate to be interviewed.

Beatty made a presentation on how she helped to ensure the success of the improvements to the airport in Kingman, Kansas, which had been failing for many years when some believed it would be impossible.

City Council began asking the interview questions.

With everything you have learned about the position and Yachats so far, what makes you think you are the ideal candidate?

Beatty said that she has the necessary experience, she has experience working with volunteers and she knows what it takes to get the job done. She knows how to work with the employees in a respectful manner.

Describe how you will get to know the city's staff and their projects. How will you go about finding out the status of other projects and issues at the city and the community?

Beatty said that by working with them and getting to know them. By going out into the field to learn what their jobs are, and attending some of their conferences so that she knows what rules and regulations relate to their jobs. And, by getting involved in the community and the community's vision for the future.

How will you inter-relate with the community and community stakeholders? Explain your experience dealing with, gaining cooperation and gaining assistance from volunteers, community groups and citizens?

Beatty said that getting involved and trying to understand what they are about and agreeing to respect each other, Listening and asking them for help in developing solutions.

1 Beatty said that she enjoys working for local government because it is a way to give back to the
2 community and really become involved.

3
4 *What are the parts of government management at which you are strongest and which are you the*
5 *weakest?*

6
7 Beatty said that management and project management. She said that she loves working with
8 people. Her weakest is recognizing that she needs to slow down from time to time. Democracy
9 takes times because it must be inclusive and she really likes to get things done, so she has to
10 remind herself to slow down.

11
12 *How would you use the budget document as a management tool?*

13
14 Beatty said that everything lives and dies by money so you have to use it for planning and for
15 educating the public. It must be a living and breathing document.

16
17 *What experience do you have with performance-based budget?*

18
19 Beatty said that she had some, but not much. It is an evaluation tool to measure how you perform.
20 Once you set the performance levels you have to match it to the budget.

21
22 *What is it like to work with/for you? Yachats has all of the same issues as a larger city but it is a*
23 *small community and is a bit more laid back.*

24
25 Beatty said that it would be more about communication and being realistic about what can be
26 achieved. It will be a slower lifestyle and will be something to get use. She will get involved with
27 the community.

28
29 *When was there a time you used your leadership ability to gain support for what initially had strong*
30 *opposition.*

31
32 The Kingman Airport project was one example. Nothing is impossible, you first just need to get
33 people to understand why the project is important.

34
35 *How do you reconcile it when after you have gone through all your steps to arrive at a solution,*
36 *someone else comes up with an equally good idea?*

37
38 Beatty said that sometimes the best ideas for the community may not be hers and so whatever is
39 best for the community is what is important. Sometimes you have to compromise in order to move
40 forward. Once the City Council has made a decision you have to support it and work things
41 through at a professional level.

42
43 *What was the biggest mistake you have done on the job and what did you do to fix it.*

44
45 Beatty said that once a complaint was filed by a citizen that one of the electric linemen was not
46 following safety procedures. She did not give much attention to that complaint. Three months later
47 that lineman was electrocuted and he became disabled. She learned that safety procedures are
48 the first and foremost important thing in everything you do.

49
50 *A lot of thought went into applying for this position and coming to Yachats for the interview. Are*
51 *there any issues that concern you, such as salary, relocation or other concerns?*

1 Beatty said that she is very interested in working in a smaller community again where she can be
2 more involved; however, she is concerned about the salary and housing cost. She does not want
3 to come to a community only to be house poor. And, she said that the size of the office space is
4 very small.

5
6 *In a perfect world, what data would you consider important to manage a city.*

7
8 The water and wastewater data, both expenses and revenue.

9
10 *Anything you would like to add or ask.*

11
12 Beatty asked what the City Council wants from a City Administrator?

13
14 Glenn said that in the Visitor Center he met with people from 5 different countries in one afternoon.
15 He would like to know if she has experience working in a tourist industry town and a town with
16 many "chiefs" who are very involved.

17
18 Beatty said that you have to listen to what the community wants – it is not what the City
19 Administrator wants.

20
21 Scott said that it has only been in the recent years that Yachats has begun to move from a very
22 small government structure and it is time for a professional and enlightened management style.

23
24 Brean said that he is looking for someone who can look forward to the future and a tool belt that
25 has all of the skills that will help them achieve everything needed while still keeping the village the
26 same village that it is today.

27
28 Dunn said that it would be nice to have an expert that has more experience than she does.

29
30 Frye said that she is interested in looking at the big picture and into the future. There are some big
31 changes coming. The Mayor has been the Administrator, as a volunteer but his term is coming to
32 an end.

33
34 *If selected, when can you start?*

35
36 Beatty said that she would be able to start in 3 – 4 weeks.

37
38 The meeting was recessed until 12:45 p.m. When the meeting was called back into session, **Joan**
39 **Davies was the last candidate to be interviewed.**

40
41 Davies made a presentation about a project she has been working on for the past year. The last
42 Historical Hines Rail Road Engine which is in a museum in California was slated to be destroyed
43 and they have been working to get it as a revenue making attraction.

44
45 City Council began asking the interview questions.

46
47 *With everything you have learned about the position and Yachats so far, what makes you think you*
48 *are the ideal candidate?*

1 Davies said that personally, she loves the beach, and it is a good time to leave her current job
2 because several major projects are coming to an end and the militia occupation of the Malheur
3 Refuge has changed the nature of her community. The town does not feel like home to her
4 anymore.

5
6 She spent the morning with the two public work crew leads and is very impressed with the systems
7 and the crew.

8
9 She said that she is a working manager, not a paper pusher, and she likes to go out into the field
10 and likes to know what is going on with the systems.

11
12 *Describe how you will get to know the city's staff and their projects. How will you go about finding*
13 *out the status of other projects and issues at the city and the community?*

14
15 Davies said that it is important to spend time with the people who carry the load. It is important to
16 read all of the minutes in order to understand the history of the town. Education and research is
17 something that she has required of herself, and talking to the people who do the job to find out
18 what their goals and needs are.

19
20 She said that becoming involved with the community groups is the best way to get to know the
21 community.

22
23 *How will you inter-relate with the community and community stakeholders? Explain your*
24 *experience dealing with, gaining cooperation and gain assistance from volunteers, community*
25 *groups and citizens? And, nearby communities and the League of Oregon Cities.*

26
27 Davies said that she is currently involved in a group of small Eastern Oregon Cities, works closely
28 with the City of Burns, the County Court and the Tri-Counties.

29
30 She explained that she has developed relationships with other leaders in her area in the years that
31 she has been with the City of Hines and has been able to call on volunteers from many different
32 groups to achieve what needs to be accomplished.

33
34 *What are the parts of government management at which you are strongest and which are you the*
35 *weakest?*

36
37 Davies said that she is strongest in anything that has to do with the law and she went on to explain
38 how important helping ensure that the city leaders are functioning in a legal manner is the most
39 important part of her job as an administrator.

40
41 *What is it like to work with/for you? Yachats has all of the same issues as a larger city but it is a*
42 *small community and is a bit more laid back.*

43
44 Davies said that she has worked mostly with the State and she knows that you use different
45 management methods for different people. You hire people because they are good at what they
46 do and you should be able to let them do it; but, some people work better if they are told more often
47 what they need to be doing. You find what works for each person.

48
49 *How would you use the budget document as a management tool?*

1 Davies said that you need to have a budget document that shows three years of history so that you
2 know what you have been doing and reports need to be given on an on-going basis so everyone
3 knows where you are.

4
5 *What experience do you have with performance-based budget?*

6
7 Davies said that she has experience in that type of budgeting because the State used benchmark
8 budgets. However, Hines does not.

9
10 *When was there a time you used your leadership ability to gain support for what initially had strong
11 opposition.*

12
13 Davies said that when she first started at Hines there were no timesheets. Workers were not
14 recording call-outs or being paid for overtime. They were also not recording all of the repair work
15 that they were doing. Because it could cost the city a lot of money if someone were hurt while
16 working when there was no documentation of that time, or if there was damage to private property
17 she took the time to explain this to the City Council. While it took some time, the City Council
18 agreed to the use of timesheets and the crew is now accustomed to them.

19
20 *What was the biggest mistake you have done on the job and what did you do to fix it.*

21
22 Davies said that she almost missed the deadline for the publication of a notice in the paper for the
23 first budget she was working on when she first started with the city. So, she went back to the office
24 that night when she realized it and worked on the notice to that she could be at the front door of the
25 paper the next morning when they opened. The paper was able to publish the notice on time.

26
27 *A lot of thought went into applying for this position and coming to Yachats for the interview. Are
28 there any issues that concern you, such as salary, relocation or other concerns?*

29
30 Davies said that it is something new and a little bit different so it is a challenge. However, she is
31 concerned that housing may be an issue.

32
33 *In a perfect world, what data would you consider important to manage a city.*

34
35 Davies said that some data needs to be collected that is currently not being collected, and there
36 are some taxes that are not being tapped, such as a tax on cell phones for 911 dispatch.

37
38 *Anything you would like to add or ask.*

39
40 Davies said that she would like to know what City Council wants from a City Administrator.

41
42 Brean said that the community has a certain sense of itself. There has been an increase in the
43 professional management of the City by the Mayor over the past few years, but that may make it
44 more difficult to recruit candidates in the future.

45
46 Brean said that the timing was right because the position of Public Works Director was eliminated
47 and the two leads would benefit from having a City Administrator to go to for advice.

48
49 *If hired when can you start?*

1 Davies said that she would be able to start June 1. That would allow her to get the City of Hines
2 budget through the Budget Committee.

3
4 The Mayor recessed the Regular Meeting at 2:05 p.m. and called the Executive Session under
5 ORS 192.660 (2)(a) to consider the employment of a public officer, employee, staff member or
6 individual agent.

7
8 The Regular Session was reopened at 3:42 p.m.

9
10 Motion to offer Joan Davies the position of City Administrator, salary to be \$70,000, with \$5,000
11 relocation, to begin on or about June 1, a 3-year term, the Mayor and Councilor Frye to negotiate
12 the other details of the contract, Aye – 5, No – 0.

13
14 The Mayor phoned Ms. Davies on the conference phone and offered her the job, which she
15 accepted. A meeting with the Mayor, Councilor Frye and Davies was set for the following morning
16 at 8:30 a.m. to discuss the contract details.

17
18 There being no further business before the City Council, the meeting was adjourned at 3:51 PM.

19
20
21
22 _____
23 Ronald L. Brean, Mayor

24
25 Attest:

26
27
28 _____
29 Nancy Batchelder, City Recorder