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CITY OF YACHATS
CITY COUNCIL SPECIAL MEETING
Room 8, Yachats Commons
February 3, 2016
Regular Meeting 2:00 P.M.
MINUTES

The special meeting of the City Council was called to order by Mayor Ronald Brean at 3:00 p.m. in the Civic Meeting Room at the Yachats Commons. Council members present: Greg Scott, Sandy Dunn, Barbara E. Frye and Max Glenn. Also present: Steve Worthington and Tom Lauritzen. Audience: 1.

Steve Worthington from the Prothman team explained the roles of a City Administrator, and how such an employee will assist the City Council carry out their goals and policies.

Glenn asked what kind of educational background is usual for this position.

Worthington said that normally it would be a BA in public management, sometime a Masters Degree. The degree could be in Planning. Typically, the applicant will be a member of the International City Manager's Association. However, there may be applicants with degrees in other fields or people that have experience working in municipalities.

Frye said that the group discussed the fact that Yachats is small and may end up with someone who does not have much have experience in city management.

Scott explained that Yachats does not have a Police or Fire Department, does not have a building department and is very small, so the needs may not be the same as a larger city. The current employees know how to do their jobs on a daily basis and they do not need a lot of micro managing – they will only need a very light touch.

Lauritzen said that it would be important to pay attention to the work that the Organizational Study Group has done because the City Council is not looking to find someone to replicate the skill sets that the current employees already have.

It was mentioned that perhaps someone from the private sector would also be a good candidate if he or she were the right fit for the community.

Lauritzen said that he would like to see someone who is comfortable in articulating the financial reports to City Council at the meetings each month.

Scott said that he wants someone who has initiative and does not wait to be told what is important and what should be done.

Frye said that it is important for this person to work with the various commissions and committees to help them develop their ideas and follow through so that they feel valued.

Dunn said that since this is a new position this person will be actually be helping to create the position and it will be different than filling a position that has existed before.

1 Worthington described the process for recruitment and said that it looks like the interviews will take
2 place in the middle of May.

3
4 Discussion continued about the screening process that Prothman uses, the interview process the
5 City Council may want to use, the methods that Prothman will use to contact possible candidates,
6 the recruitment documents that will be used, and the salary, benefits and possible relocation
7 reimbursement.

8
9 Glenn asked Worthington if he was replacing Ross Schultz as Project Lead, who had been listed in
10 the Proposal. Worthington said that he was.

11
12 There was discussion about what the "range" of the salary means and there was consensus that it
13 means the range of the negotiated starting wage.

14
15 Motion to direct Prothman to advertise the position with a starting wage between \$65,000 and
16 \$80,000, with the standard benefits package to include PERS, health and dental insurance,
17 vacation and sick leave, Aye – 5, No – 0.

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19 There being no further business before the City Council, the meeting was adjourned at 4:39 PM.
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24 _____
25 Ronald L. Brean, Mayor

26 Attest:
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29 _____
30 Nancy Batchelder, City Recorder