

CITY OF JEFFERSON  
SPECIAL MEETING & EXECUTIVE SESSION  
SEPTEMBER 20, 2017  
6:30 PM

Council Present: Mike Myers, Dave Beyerl, David Watkins, Edna Campau, Walt Perry  
Council Absent: Cyndie Hightower, Audrey Webster  
Staff Present: Deanna Donato, Greg Ellis, Jeff Buskirk

- I. **Call to Order/Flag Salute:** Council President Myers called the meeting to order at 6:35 pm followed by the flag salute.
- II. **Session Topics:**
  - 2.1 **Executive Session- ORS 192.660(2)(e)-Real Property Transaction:**

Councilor Myers read the statement regarding why they were going to go into executive session. Meeting paused at 6:40 pm so they could enter into executive session. Back from executive session at 6:52. Special Meeting continues 6:53 pm.
  - 2.2 **Review and Adoption of City Manager/City Recorder Job Description:**

**Councilor Myers** stated that they have been presented with a lot of paper and asked council which job description to start with.

**Councilor Beyerl** stated which one he would like to see. His concern with the original description was that it sounded as if this position would be in charge of the utilities department and feels that needs to be clearer; he also thought it sounded as if the person will be overseeing the financials and not doing them. He believed city manager should be eliminated from title at this time and would like to see the Councilor Campau/Webster change combination; it's lengthy but more detailed as to what the job is.

**Councilor Watkins:** He thinks the advertisement for the job itself looks good and job description could use some work.

**Councilor Campau:** She would like to keep it simple by adding just 2 sentences to the existing job description. It needs to get advertised immediately.

**Councilor Perry:** Liked the preexisting job description for the title and he likes the one that Councilor Campau put together. He thinks longer the description the less flexible the job can be.

**Councilor Beyerl:** He again mentions how the manager duties still claim in charge of all city staff. Councilor Campau: Interjects and quoted what the description actually reads and it does not say ALL staff. She stated that the highlighted job description on page 2 of 5 is where she had read from. Councilor Beyerl: Just need to make sure during the interview process that this delineation of supervisory duties is very clear.

**Councilor Myers:** One of the reasons he liked the more detailed description is that down the road that individual will have an idea of what they will need to do.

**Councilor Watkins:** Asked if this should this be two separate job descriptions so what was written will be for the down the road job description.

**Greg:** City recorder/treasurer job description is the one that Councilor Campau added the 2 sentences to; both job descriptions overlap and the recorder/treasurer job description covers the entire job the best.

More general discussion about the job description that should be used ensues.

**Councilor Beyerl:** Moved to accept the recorder/treasurer description dated March of 2010 with Councilor Campau's two sentence change and post it and the lengthy one will be the move to manager position and Councilor Watkins seconded. All were in favor. Motion carries unanimously.

**Councilor Myers** stated that the second part of this is the job announcement that Greg wrote needs to be advertised. He asked if there were any problems with the language.

**Councilor Campau:** Would like to change up the language some to make it more readable. She and Greg agreed to discuss later.

**Councilor Perry:** Had a question as to where Greg would be posting the job description and Greg said it would be going to the League of Oregon Cities, Craigslist, Association of Oregon Municipal Recorders, Employment Office as these would be less expensive than using newspaper ad.

**Councilor Campau:** What is the salary scale that will be posted? Greg stated he would use the existing one for now and put the range. Council agreed that depending on experience of the individual would allow for negotiations of pay scale.

**Councilor Watkins:** Thought that knowledge of Caselle software should be mentioned in the job description also.

Council consensus was to have applications due within 3 weeks; last date to apply would be October 13, 2017 at 5 pm.

Councilor Myers: When it comes time to interview the applicants, he would like to see Greg, Sarah Cook, two councilors and a business owner on the panel; the business owners he would like Greg to ask are some of the older businesses in town—his thoughts were to start with the Libby's.

Both Councilor Beyerl and Councilor Watkins agreed to be on the panel.

III. **Council Comments:** None

IV. **Adjournment:**

Councilor Beyerl moved to adjourn Councilor Campau seconded. Meeting adjourned at 7:20 pm.

**MINUTES APPROVED** this 26<sup>th</sup> day of October 2017.

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Michael D Myers, Mayor

**ATTEST:**

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Greg Ellis, Interim City Manager