

City of Falls City
City Council Special Meeting Minutes
Thursday, April 25, 2018
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Council Present: Mayor Jeremy Gordon, Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

Staff Present: JoHanna Birr, City Clerk

Mayor Ungricht called the meeting to order at 5:01 pm.

1) Roll Call

Clerk Birr took roll call.

2) Pledge of Allegiance

Mayor Gordon led the pledge.

3) Motion to adopt the entire Agenda

A motion was made by Councilor Meier and seconded by Councilor Flynn to adopt the entire Agenda with the addition of Exhibit A, Julie Osborn's Employment Application. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

4) Interview of City Manager Candidates

Michael Lyon was the first candidate interviewed by Council. He earned a B.S. in Social Science at Portland State University and Magna Cum Laude with a 3.87 GPA. He attends Hatfield School Of Government: Center for Public Service. In 2019, he hopes to complete an Executive Master of Public Administration. A Veteran of the US Army, having served three years as a Calvary Scout, Mr. Lyon achieved the rank of Corporal with an honorable discharge.

Mr. Lyon has an extensive public work experience as a political professional both for profit and non-profit organizations around the country. He is the owner of Allons Solutions, LLC, a government contracting and personal relations consulting. Mr. Lyon managed numerous campaigns for various political races.

Council welcomed Mr. Lyon and Council proceeded with the interview.

Mayor Gordon called for a short break at 5:43 pm. Council reconvened at 5:48 pm.

Macahan "Mac" Corthell was the next scheduled interview. Mr. Corthell has extensive education from Arizona western college with high academic studies, Southern Arizona Law Enforcement Training Center, Northern Arizona University, Cum Laude with a B.S. in Public Management, and is scheduled to graduate from Lewis & Clark Law School with a J.D. degree May of 2018. A Veteran of the USMC, Mr. Corthell enjoys volunteering in his spare time.

Mr. Corthell has extensive public service experience as a Certified Law Clerk, former Law Enforcement Officer and Marine Sergeant.

Council welcomed Mr. Corthell and proceeded with the interview.

Mayor Gordon called for a short break at 7:01 pm. Council reconvened at 7:07 pm.

Julie Osborn concluded scheduled interviews. Ms. Osborn attended Portland State University earning a B.S. in Psychology and Portland Community College where she earned her Associate degree in Psychology.


Ms. Osborn has extensive public work experience among departments with the State of Oregon and Multnomah County, Portland State University in Finance & Administration, OHSU as a surgery coordinator, S.D. Deacon Corp. of Oregon as Project Assistant and currently as Staff Assistant at the City of Salem. Ms. Osborn formerly owned a construction company Aerie Construction LLC, later working for Reliant Recourses, LLC as Construction manager.

Council welcomed Ms. Osborn and Council proceeded with the interview.

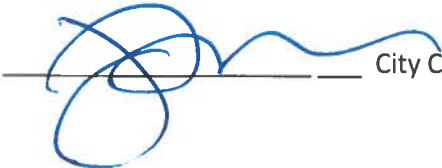
5) Adjourn

The meeting adjourned at 8:05 pm.

Attested:



Mayor Gordon



City Clerk, Birr

Osborn

Exhibit A



Employment Application

City of Falls City

299 Mill Street, Falls City, Oregon 97344
Phone: 503.787.3631 Fax: 503.787.3023
www.fallscityoregon.gov

“An Equal Opportunity Employer”

Position

Position Applied For (listed on the job announcement): CITY MANAGER	Today's Date: 19 APR 2018
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General Information

Name (Last, First, M.I.): OSBORN, JULIE A.	Home Telephone: 503.502.8668
Mailing Address: 5965 TRAIL AVNE #201	Work Telephone:
City, State and Zip Code: KEIZER OR 97303	Message (if different):
E-Mail Address:	
Available For (check all that apply): <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Date You Can Report For Work: 21 MAY 2018

Education and Training

Name and Location of High School Attended: SPRAGUE H.S. SALEM OR	Diplomas or Certificates Received (check): <input checked="" type="checkbox"/> High School <input type="checkbox"/> GED
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Colleges, Military, Trade, Business or Other Schools Attended

Name and Location of School	Course of Study (List Major)	Credits Earned		Graduate Yes/No	Type of Deg./Cert. Received
		Qtr. Hrs.	Sem. Hrs.		
A PORTLAND STATE UNIVERSITY	PSYCHOLOGY	191		Y	BS
B PORTLAND COMM. COLLEGE	PSYCHOLOGY	101		Y	AS/AA
C CHEW & KETA COMM. COLLEGE	GEN. STUDIES				

Specialized Skills and Knowledge

List any skills or knowledge that show your ability to perform the job for which you are applying (such computer languages or software programs, foreign languages, etc.):

MS OFFICE 10, QUESTICA BUDGET, FINIS & HR12 PAYROLL & HR MANAGEMENT, SAP TIMEKEEPING, MS PROJECT, JURETRACK PM SOFTWARE

Typing Speed (net wpm): **65 WPM**

Licenses and Other Information

	Check One	
	Yes	No
Do you have (or can you obtain) a Driver's License? Driver's License Number: 4298720 State: OR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you able to perform the essential job functions and/or job duties as outlined in the job description for the position you are applying for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime, other than misdemeanors and summary offenses? (If yes, please explain)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you ever been employed by the City of Falls City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you eligible for employment in the USA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you over the age of 18?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employment History

What you write in this section will be used to decide if you meet the qualifications outlined in the job announcement. List all of your job(s) and/or volunteer positions that you have held. Clearly describe all of your duties with as much detail as possible, starting with your most recent job.

Job Number 1	Employing Firm: <i>CITY OF SALEM</i>	Employer's Address: <i>SALEM, OR</i>	Employer's Phone Number: <i>503.559.9546</i>
	Your Job Title: <i>STAFF ASSISTANT I</i>	Supervisor's Name and Title: <i>SUZANNE NELSON, MCF HOUSING INSPECTOR</i>	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Duties: <i>DESIGNATED RECORDS MANAGER; RECORDS FOR HEARINGS, MANAGE & COORDINATE COMPLEX MULTIFAMILY INSPECTIONS, SCHEDULES, MANAGE PERMIT & FINANCIAL DATABASES, PREPARE REPORTS; CONDUCT STATISTICAL ANALYSIS.</i>		Starting Salary: \$ <i>51,785⁰⁰</i>
			Last Salary: \$ <i>51,785⁰⁰</i>
	Employed From (mo/yr): <i>22 AUG 2017</i>		To (mo/yr): <i>PRESENT</i>
	Reason for Leaving: <i>ADVANCEMENT OPPORTUNITY</i>		

Job Number 2	Employing Firm: <i>MULTNOMAH COUNTY</i>	Employer's Address: <i>PORTLAND, OR</i>	Employer's Phone Number: <i>503.988.6837</i>
	Your Job Title: <i>ADMINISTRATIVE ANALYST, NR</i>	Supervisor's Name and Title: <i>PHYLIS JANERS, ADMIN ANALYST SR</i>	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Duties: <i>BUDGET COORDINATION, FORECASTING & PREPARATIONS, STRATEGIC PLANNING, LEGISLATIVE SUPPORT & STAFF COORDINATION, MANAGEMENT OF SPONSORSHIP REQUESTS & YEARLY EVENTS PLANNING. REVIEWED, ANALYZED & INTERPRETED GRANT APPLICATIONS & VARIOUS GOVERNMENT CONTRACTS</i>		Starting Salary: \$ <i>54,000⁰⁰</i>
			Last Salary: \$ <i>62,000⁰⁰</i>
	Employed From (mo/yr): <i>09/15</i>		To (mo/yr): <i>06/17</i>
	Reason for Leaving: <i>LAYOFF - JOB ELIMINATED IN NEW FISCAL BUDGET YEAR</i>		

Job Number 3	Employing Firm: <i>MULTNOMAH COUNTY</i>	Employer's Address: <i>PORTLAND OR</i>	Employer's Phone Number: <i>503.680.5779</i>
	Your Job Title: <i>STAFF ASSISTANT / OFFICE MANAGER</i>	Supervisor's Name and Title: <i>NANCY BENNETT, CHIEF OF STAFF</i>	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Duties: <i>OFFICE MANAGEMENT & DIRECT SUPPORT TO CHAIR / AGENCY & HER CHIEF OF STAFF, AS WELL AS AUXILIARY SUPPORT TO ALL STAFF ASSISTANTS & POLICY STAFFERS MAINTAINED & COORDINATED CHANGES AND/OR ADDITIONS RECORDS TO EXECUTIVE & ADMINISTRATIVE RULES.</i>		Starting Salary: \$ <i>51,500⁰⁰</i>
			Last Salary: \$ <i>53,700⁰⁰</i>
	Employed From (mo/yr): <i>08/14</i>		To (mo/yr): <i>07/15</i>
	Reason for Leaving: <i>ADVANCEMENT OPPORTUNITY</i>		

Employment History

What you write in this section will be used to decide if you meet the qualifications outlined in the job announcement. List all of your job(s) and/or volunteer positions that you have held. Clearly describe all of your duties with as much detail as possible, starting with your most recent job.

Job Number 4

Employing Firm: MULTNOMAH COUNTY	Employer's Address: PORTLAND OR	Employer's Phone Number: 503-757-8953
Your Job Title: ADMINISTRATIVE SPECIALIST TO THE DIRECTOR OF MENTAL HEALTH	Supervisor's Name and Title: ADMIN CHRISTINA MURPHY ANALYST SR	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: DEPARTMENT LIAISON INTERNALLY & EXTERNALLY FOR MENTAL HEALTH DIRECTOR, AS WELL AS MANAGEMENT DIRECT REPORTS/HEADS/OFFICERS. STAFF ADVISOR TO ALL BOARDS, COMMITTEES AND COMMUNITY PARTNERS.		Starting Salary: \$ 43,790⁰⁰
		Last Salary: \$ 46,800⁰⁰
		Employed From (mo/yr): 08/12
		To (mo/yr): 08/14
		Reason for Leaving: ADVANCEMENT OPPORTUNITY

Job Number 5

Employing Firm: RELIANT RESOURCES/LC	Employer's Address: TUALATIN, OR	Employer's Phone Number: 503-307-9416
Your Job Title: CONSTRUCTION MANAGER (PT)	Supervisor's Name and Title: TAMM FULIB, OWNER	Full Time (check one): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specific Duties: BUSINESS DEVELOPMENT, SAFETY DIRECTOR & INSTRUCTOR, SALES & MARKETING, BUDGET, PROJECT MANAGEMENT & ESTIMATING, COMPLIANCE INSPECTION OF COMMERCIAL & SMALL RESIDENTIAL PROJECTS.		Starting Salary: \$ 68,500⁰⁰
		Last Salary: \$ 77,500⁰⁰
		Employed From (mo/yr): 08/11
		To (mo/yr): 12/14
		Reason for Leaving: LIMITED DURATION POSITION - CONTRACT COMPLETE

Job Number 6

Employing Firm: OREGON DEPT OF TRANSPORTATION	Employer's Address: SALEM OR	Employer's Phone Number: 503-576-7282
Your Job Title: FLEET SERVICES / RISK CLAIMS SPECIALIST (LD)	Supervisor's Name and Title: LORI WEBB, TRANSPORTATION MANAGER	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: EXECUTIVE SUPPORT TO FLEET SERVICES MANAGER & EXEC. MANAGEMENT TEAM, PROCESSED & COORDINATION RISK CLAIMS WITH OREGON DEPT. OF ADMINISTRATIVE SERVICES, PREPARED, TRACKED & BILLED FOR ALL PROPERTY DISPOSITION REQUESTS FOR FLEET SERVICES SURPLUS EQUIPMENT & RECORDS RETENTION / DESTRUCTION		Starting Salary: \$ 42,000⁰⁰
		Last Salary: \$ 42,000⁰⁰
		Employed From (mo/yr): 10/10
		To (mo/yr): 07/11
		Reason for Leaving: DAY OFF - JOB ELIMINATED LD IN PROGRAMME

Employment History (Continued)

Job Number 7

Employing Firm: AERIE CONSTRUCTION, LLC	Employer's Address: PO BOX 1706 PORTLAND OR	Employer's Phone Number:
Your Job Title: OWNER	Supervisor's Name and Title: N/A I WAS THE SOLE OWNER	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: GENERAL CONTRACTOR, COMMERCIAL CONSTRUCTION. SAFETY, HR, ESTIMATOR, CONTRACT NEGOTIATOR, BUSINESS DEVELOPMENT, BUDGET		Starting Salary: \$ 78,000.00
		Last Salary: \$ 85,000.00
		Employed From (mo/yr):
		To (mo/yr):
		Reason for Leaving: DOWN TURN IN MARKET, DISSOLVED COMPANY

References

Reference Name	Phone Number	Relationship	Years Known
1 RANDY BENNET	503.992.7158	FORMER OWNERS REP	18 YRS
2 BILLY PLOETZ	619.929.9333	FORMER SUPERINTENDENT	20 YRS
3 NIMISHA GOKALDAS	503.330.5346	MEDICAL DIR - COLLEAGUE	6 YRS
4 CLAUDIA BLACIL	503.789.3162	COLLEAGUE - RETIRED	6 YRS

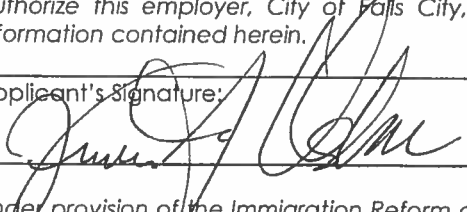
Certification and Signature

- READ CAREFULLY BEFORE SIGNING BELOW -

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between the City and myself, either employment or the providing of any benefit. I understand and agree that if I am offered and accept a position, my employment is at the mutual consent of the City and myself, and can be terminated at will, at any time, with or without notice, and with or without cause, at the discretion of either the City or myself. I also agree to conform to all existing and future City rules and regulations and I understand that the City reserves the right to change wages, hours, and working conditions as deemed necessary.

I further acknowledge and understand that no representative of the City has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits or terms and conditions of employment, except as may be specifically set out in a current written agreement.

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentations or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize this employer, City of Falls City, to make any necessary and appropriate investigations to verify the information contained herein.

Applicant's Signature: 	Today's Date: 23 APR 2018
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Under provision of the Immigration Reform and Control Act of 1986, the City of Falls City requires any person hired or rehired to provide appropriate documentation of identity and eligibility for employment.

As an Equal Opportunity Employer, all qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, marital status, age, disability, or any other protected class under State and Federal laws.

Additional sheets of paper may be attached to this form to provide further detail or clarification of any portion of the application.

VOLUNTARY INFORMATION -

Affirmative Action Data

The information you provide on this supplement will be utilized by the City of Falls City Personnel Department for Affirmative Action purposes only. Completion of this form is voluntary and information provided will be kept in a confidential file separate from the application form.

Ethnic Category	
Caucasian (not of Hispanic origin) - Those having origins in any of the original peoples of Europe, North Africa or the Middle East.	<input type="checkbox"/>
African American (not of Hispanic origin) - Those having origins in any of the Black ethnic groups.	<input type="checkbox"/>
Hispanic - Those of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origin, regardless of ethnicity.	<input type="checkbox"/>
Asian or Pacific Islanders - Those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.	<input checked="" type="checkbox"/>
Native American or Alaskan Native - Those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	<input checked="" type="checkbox"/>

Sex: Male Female

Are you disabled? Yes No
(Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

ATTENTION
ATTACH THIS PAGE TO YOUR APPLICATION MATERIALS
EVEN IF YOU DO NOT PROVIDE THE VOLUNTARY INFORMATION