

CITY OF MERRILL
SPECIAL BUSINESS MEETING (ORS 192.640(3))
AND
EXECUTIVE SESSION (ORS 192.660(2)(a))

Thursday, April 30, 2020
6:00 P.M.

Meeting to be held at the Merrill City Hall, 301 E. Second Street, Merrill, OR

MEETING CALLED TO ORDER

Mayor Carlson called the Thursday, April 30, 2020 Special Business Meeting to order at 5:56 p.m.

ROLL CALL

Roll call was taken with the following members of Council and others being present: Councilor Smith, Councilor Johnson (resigned), Councilor Carleton (via telephone), Councilor Hinton, Mayor Carlson, and City Recorder Hernandez.

FLAG SALUTE

The Flag Salute immediately followed with Mayor Carlson asking Councilor Smith to lead.

MAYOR'S STATEMENT: "To avoid meeting disruptions, please place cell phones on silent mode during the meeting. All meetings are recorded. When addressing the City Council, please state your name and speak clearly."

PUBLIC COMMENT:

The public is invited to provide their comment and opinion to the City Council at this time on issues of their concern. Non-emergency issues brought up in this forum will not be considered tonight other than in this preliminary discussion, but if found to be warranted, may be considered at a future meeting of the City Council. Public comment is limited to five minutes per person.

No public comment followed.

CONSENT AGENDA:

Any item on the Consent Agenda will be removed and considered as a part of the regular agenda upon the request of any member of the City Council or public.

- Interview Top Three Candidates for City Clerk Position: Mayor Carlson stated the Special Business Meeting will convert to an Executive Session to consider the employment of personnel, which may contain sensitive information. Twenty-seven candidates applied for the City Clerk position. Mayor Carlson is the Interim Office Commissioner. Councilor Johnson, Mayor Carlson, and City Recorder Hernandez reviewed the resumes. The candidates were reduced to seven with one candidate who declined to proceed. Six candidates were interviewed. Three were selected to proceed before City Council. David Alvarado withdrew. The process is to interview a candidate before City Council with the other seated outside of City Council Chambers to prevent an unfair advantage. Mayor Carlson proposed to flip a coin. Kari Northcutt chose heads or tails. Kari Northcutt won the coin toss and was escorted by City Recorder Hernandez to the waiting area. Upon return, the interview process proceeded.
Livia Pilaczynski: Livia Pilaczynski introduced self and submitted a statement to City Council. Livia Pilaczynski thanked City Council for the second opportunity to present before City Council for the City Clerk position and read the statement submitted for the record. Councilor Smith stated residency in Klamath Falls. Livia Pilaczynski stated residing outside of Malin, Oregon. Klamath Falls is used as a mailing address. Councilor Smith mentioned the commute from Klamath Falls to Merrill. Councilor Smith stated graduating from high school, becoming employed at Coastal and maintaining employment with Coastal since. Livia Pilaczynski confirmed. Councilor Smith asked how Livia Pilaczynski has dealt with difficulties concerning a co-worker. Livia Pilaczynski stated informing management of the issue. Management addresses the situation or directs as how to proceed with the issue. Livia Pilaczynski informs management the majority of the time. Councilor Hinton asked if the City Clerk position is a better opportunity than Coastal. Livia Pilaczynski confirmed. All positions for advancement are filled and Coastal is short on labor. The only opportunity for advancement is relocating to Albany, which Livia Pilaczynski stated no interest. Livia Pilaczynski is involved in the local community and family. Councilor Smith

inquired where Livia Pilaczynski sees herself in five years. Livia Pilaczynski stated a stable job, which could become a career and take business classes during the summer for advancement. Mayor Carlson stated in three years, the City of Merrill has had three City Clerks. Mayor Carlson asked Livia Pilaczynski to convince City Council that employment will be longer than predecessors. Livia Pilaczynski stated maintaining employment in retail for years and investing the time; however, Livia Pilaczynski is seeking employment which will offer a career and then staying. Councilor Hinton stated the City of Merrill is an employer that trains employees who then move on. The starting wage is \$13.00 per hour. Livia Pilaczynski stated the wage would work since currently making \$12.70 per hour. Further discussion of wages, travel, and family ties ensued. Livia Pilaczynski sought clarity on wages. The pay schedule was offered and explained by Councilor Smith. Councilor Hinton discussed health insurance and hours worked. The interview concluded.

City Recorder Hernandez walked Livia Pilaczynski to the waiting area and invited Kari Northcutt into City Council Chambers.

Kari Northcutt: Mayor Carlson introduced Kari Northcutt. Mayor Carlson informed City Council that Kari Northcutt would present followed by questions. Kari Northcutt began with a brief history. Kari Northcutt has a background in customer service, been on the floor managing employees, and behind a desk with public relations. Ten years ago, Kari Northcutt was a Park Ranger, which required public relations, reporting, reports, and customer service. Councilor Smith asked what interests Kari Northcutt in working for the City of Merrill. Kari Northcutt stated intrigue working in an office setting. Kari Northcutt referred to similar past work experience, which led to degree. Kari Northcutt read the brief job description for the City Clerk position, and the desire to apply was easy. Mayor Carlson asked Kari Northcutt to convince City Council that employment will be longer than predecessors. Kari Northcutt stated being a motivated and dedicated employee. Every job has an opportunity to stay. The length of employment is not a year or two before another job is sought. Opportunities and goals to be pursued are what cement Kari Northcutt to a career. Kari Northcutt prefers to stay, have a career, and continue long term. Councilor Hinton inquired whether Kari Northcutt spoke another language. Kari Northcutt stated negative; however, Kari Northcutt has always wanted to learn Spanish. There is a new Babble App to learn Spanish. Councilor Smith asked when dealing with co-workers, the public, and other departments, how is conflict dealt with? Kari Northcutt stated attempting to diffuse the situation by identifying the problem. Every situation has its own dissolve. There are two sides to every story and then the truth. Find every factor and never play the blame game. As a supervisor, each employee must be spoken with to dissolve the situation. The best tool was not to point fingers, but to investigate before assumptions. Councilor Smith mentioned wages and stated transparency. Discussion about wages with a bachelor's in art ensued. Requesting salary is \$14.50 per hour. Councilor Hinton inquired to why Kari Northcutt discontinued pursuit in forestry. Kari Northcutt stated the University did not offer a degree in forestry. Kari Northcutt stated currently farming and raising cattle. The degree earned will always be used. Kari Northcutt was excused.

EXECUTIVE SESSION:

- Consider the Employment of an Employee:

ADJOURN Executive Session:

Representatives of the media are prohibited from reporting on any of the deliberations during this executive session, except to state the general subject of the session as stated above.

Matters for council consideration not scheduled on the Agenda can be addressed by the general public under the "Public Comment" section in the agenda. Testimony must be presented according to Council procedures. Items of non-emergency nature may be scheduled for future Council determination in order to provide sufficient time to analyze this issue.

READJOURN Special Session:

- Offer City Clerk Position to Finalist: Mayor Carlson stated notifying candidate one to offer the position. Then notify candidate two.

PUBLIC COMMENT:

The public is invited to provide their comment and opinion to the City Council at this time on issues of their concern. Non-emergency issues brought up in this forum will not be considered tonight other than in this preliminary discussion, but if found to be warranted, may be considered at a future meeting of the City Council. Public comment is limited to 5 minutes per person. No public comment followed.

ADJOURN Regular Session:

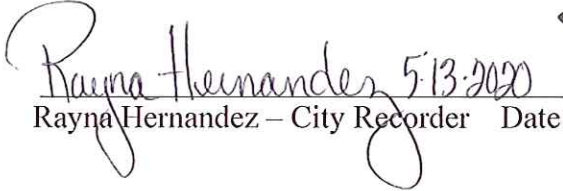
Councilor Smith made a motion to adjourn the April 30, 2020 Special City Council Meeting. Councilor Hinton 2nd the motion. With all in favor, the meeting adjourned at 6:47 p.m.

Respectfully Submitted,



Bill Carlson - Mayor

12 May 2020
Date



Rayna Hernandez - City Recorder Date

