

**CITY OF MERRILL**  
**REGULAR BUSINESS MEETING**  
Tuesday, February 20, 2018

**MEETING CALLED TO ORDER:**

The meeting was called to order at 5:58 p.m. by Mayor Carlson

**ROLL CALL:**

Roll call was taking with the following members of Council and others being present: Mayor Carlson, Councilor Smith, Councilor Carleton, Councilor Lesh, Councilor Taylor, Inter City Recorder Jensen and Public Works Director Matthews.

The **Flag Salute** immediately followed.

**MAYOR STATEMENT:**

Mayor Carlson asked that everyone present please turn cell phones on silence and stated that all meetings are recorded. Mayor Carlson asked the public when addressing Council, please speak clearly and state your name.

**NEW BUSSINESS:**

- Mayor Carlson stated that they had posted the position and approximately 20 applications applied for the City Recorder Job. Mayor Carlson himself, Councilor Lesh and Councilor Taylor went through the applications and pick out the top 5 candidates and offered interviews. Four interviewed for position on turn down interview due to getting other job. Then they pick the top two experienced candidates to interview at tonight's meeting.
- The 1<sup>st</sup> interviewer was Kacie Fields. The Councilors interviewed her with the following question from each member.
  1. Councilor Smith Stated she was just observing
  2. Councilor Lesh stated she was just observing already had interviewed.
  3. Councilor Carleton asked if she has had any prior government experience? Mrs. Fields responded with no she had not
  4. Councilor Taylor asked if Mrs. Fields Why she had chosen Merrill to live in and what kind of community involvement she had? Mrs. Fields responded with they moved to Merrill for husband work with Pacific Power and for the School, also that she was involved with the Merrill PPS, Scholl involvement and local Church.
  5. Mayor Carlson asked Mrs. Fields about how she would handle the position challenges and how she would establish new procedures for the office? Mrs. Fields answered with to see what worked before and ask question to fully understand what was happening and what could change.
  6. Councilor Carleton asked Mrs. Fields about budgeting for the office and her approach and handle of this situation's. Fields responded with that budget really seems to work well with the year before and that she would reviewed and revise the last year budget.
  7. Mrs. Fields asked which operating system was being used in the office which is the asyst 14. Mrs. Fields also wanted asked how far behind the City was behind on the budget for the City. Councilor Smith said that we are close and were bout only a year and a half behind. Mrs. Fields also ask about getting a copy of the employee handbook and Mayor Carlson said that he does not see a problem with that.

- The 2<sup>nd</sup> Interviewer was Rayne Hernandez. The Councilors interviewed her with the following question from each Member.
  1. Councilor Smith stated she was just observing
  2. Councilor Lesh stated she was observing no question.
  3. Councilor Carleton asked if Mrs. Hernandez had any former government experience? Mrs. Hernandez stated that she didn't, but she has had experience with OLCC and the Oregon Lottery.
  4. Councilor Taylor asked Mrs. Hernandez why she had chosen Merrill and what here community involvement was with the City of Merrill? Mrs. Hernandez answered with that she had her husband was born and raised here and this is where they bought their house. She helps with the museum, participates in the Potato Festival, her kids are involved in community sports, she helps with Friends of the Children, also does fundraiser with the city.
  5. Mayor Carlson asked Mrs. Hernandez if she was to get the position there would be a big challenge to set up operation to the make the office works how she would handle it. Mrs. Hernandez answered that she would be willing to come in and learn the office before hand and get to know policy and procedure and get a knowledge of what is going on.
  6. Mayor Carlson asked Mrs. Hernandez about if she had any experience with Audits. Mrs. Hernandez response was that she has done OLCC audits with the State of Oregon.
  7. Councilor Carleton asked Mrs. Hernandez if she had any budgeting and how she would approach the budget? MRs Hernandez said that she would go back to previous budgets and follow the guild line to make sure she is following the Guidelines.
  8. Mrs. Hernandez asked that if with this job if there was any required voluntary involvement required with this job. City Council stated that no there was not.
- Mayor Carlson asked the Council to discuss their discussion. Councilor Taylor stated that she was still set with here decision of Rayne Hernandez and the other Councilors agreed with Councilor Carleton stating that they were both equal beside Rayne holding her previous job for so many years. Councilor Taylor made a motion that we extend an offer of employment to Rayne Hernandez for the City Recorder position with level 1 salary which is coded. Councilor Lesh 2<sup>nd</sup> the motion. All in Favor the motion passed with a 4-0. Councilor Taylor going to offer the position and Mayor Carlson going to speak with Mrs. Field

**Adjourn:**

- The meeting was adjourned at 6:48 p.m. with a motion by Councilor Taylor with a 2<sup>nd</sup> by Councilor Lesh. All members present voted aye and the motion carried with a 4-0

Respectfully Submitted,

\_\_\_\_\_  
Mayor, Bill Carlson

\_\_\_\_\_  
Date

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Jessica Jensen – City Recorder

\_\_\_\_\_  
Date