

City of Creswell
Special City Council Meeting Minutes
November 13, 2013

Council Present:

Dave Stram
Jacob Daniels
Nora Reynolds
Council Absent: 0

Brent Gifford
Jane Vincent
Adam Pelatt
0

Staff Present

Larry Patterson

Press: 1 – Martha McReynolds

Audience: 2

Recruiter: 1 – Mike Kelly

The Special City Council meeting was called to order by Mayor Dave Stram at 5:00 p.m.

Mayor Stram stated the purpose of the meeting this evening was to conduct an interview of Michelle Amberg for the position of City Administrator. The first order of business was for Mr. Patterson to review with Council the evenings schedule and interview.

Larry Patterson, Interim City Administrator handed the Council their interview booklet and outlined the materials contained in the booklet. These materials included:

- Today's Agenda;
- The schedule of the day's activities both for staff and Council and the Candidate;
- Ms. Amberg's resume;
- The written questions posed to Ms. Amberg and her written responses;
- Mike Kelly's phone interview notes and his profile comparison of Ms. Amberg;
- Mr. Kelly's background interviews; and,
- The interview questions for tonight's interview.

Mr. Patterson reported that Mr. Kelly had completed the criminal background checks and that they showed no criminal history.

Mr. Patterson outlined the organization of the questions which would comprise the interview questions for the evening. He indicated the questions were estimated to result in an interview of approximately 1 hour and 23 minutes, which included time for the candidate to ask any questions of the Council.

Mr. Kelly advised the Council on some of the dos and don'ts of interviewing.

The Council next discussed who would ask, which question. (See list of questions below)

The Council concluded this work at 5:42 and took a brief recess to read through the booklet and await the candidate's arrival at 6:00 p.m.

Mayor Stram reconvened the meeting at 6:03 p.m.

Mayor Stram welcomed Michelle Amberg to tonight's interview and gave a brief overview of the approach to the interview for the evening.

The Council then conducted the interview asking the following questions:

1. Please give us a brief introduction to yourself outlining your background and experience? (Asked by Mayor Stram)
2. At this stage of your career, what drives you? What motivates you? (Asked by Mayor Stram)
3. Describe your management style and your decision making style. (Asked by Councilor Reynolds)
4. How would you measure success in your first six months? (Asked by Councilor Gifford)
5. Which are you a person who does the right thing or a person who does things right? (Asked by Council President Daniels)
6. The City of Creswell has a City Administrator form of government. From your perspective, what is the ideal relationship between a City Administrator and the Mayor and the City Council? How do you establish that relationship? (Asked by Councilor Gifford.)
7. Does treating each Councilor equally mean treating each Councilor the same?
8. Please give a specific example of when you worked with diverse groups that were in opposition on an issue. (Asked by Mayor Stram)
 - a. How did you establish a sense of collaboration in order to gain consensus on a mutually acceptable solution?
 - b. How do you deal with an individual who disagrees with your viewpoint?
9. Do you think "professional citizens" (those who follow every issue and comment on them) are a help or a hindrance? Do you tend to reach out or avoid local critics? (Asked by Councilor Vincent)
10. What is the most difficult management situation with which you have been involved? (Asked by Council President Daniels)
11. Understanding that you are just learning Creswell, but based on your research and knowing what your presently do about Creswell, why do you believe that you would be a good "fit" and why? (Asked by Mayor Stram)
12. Describe a major risk you have taken in your professional career. (Asked by Councilor Pelatt)
13. There is a lot of talk about the need for public services becoming more entrepreneurial. Have you ever instituted what you would consider entrepreneurial activity in the public sector? (Asked by Councilor Pelatt)
14. What steps have you taken to create efficiencies within your organization? (Asked by Councilor Reynolds)

15. Creswell's is like all cities. There are more demands than the budget has resources to address. We need to update our critical master plans. We need to extend infrastructure into areas to help our economic development efforts. We need to look at our organization's capabilities

compared to our work plan. Do you have any thoughts about how we may develop the needed budget resources to address these issues? (Asked by Councilor Pelatt)

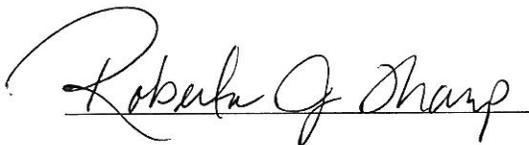
16. What is the largest Capital Improvement Program that you have worked with and what were some of the major projects that comprised that CIP and how did you fund them? (Asked by Council President Daniels)
17. Economic Development has many meanings. In looking at Creswell today, what economic development opportunities come to mind? (Asked by Councilor Vincent)
18. Will you have a problem with less staff to directly assist the City Administrator, because we have a small staff and do not have direct support staff to your position? (Asked by Councilor Reynolds)
19. What have you done in your past to significantly improve public relations and/or relationships between the city and local entities (Chamber of Commerce, School District, Utility Districts, State Agencies, local legislators, etc.)? (Asked by Councilor Vincent)
20. Are you willing to reside in Creswell? (Asked by Mayor Stram)
21. If offered this position, when would you be available to start? (Asked by Mayor Stram)
22. Do you have any questions of us? (Asked by Mayor Stram)

Ms. Amberg posed the following questions to the Council

1. What characteristics is the Council looking for in a City Administrator?
2. What are the top budgetary priorities for the Council in the coming budget year?
3. What is the Council's position on revenue enhancement?

Ms. Amberg stated the day had been a pleasure and thanked the Council for the opportunity and consideration.

The Council recessed into executive session pursuant to ORS 192.660 (2)(a) to consider the employment of a public officer, employee, staff member or individual agent at 7:30 p.m. Mayor Stram stated no decision would be made this evening.



Roberta J Tharp, City Recorder



Dave Stram, Mayor