

MINUTES
FAIRVIEW CITY COUNCIL SPECIAL MEETING
FAIRVIEW CITY HALL
1300 NE VILLAGE STREET
FAIRVIEW, OREGON 97024

JUNE 27, 2001 - 6:00PM

- I. **CALL TO ORDER/** Council President Steve Owen called the meeting to order at 6:34 pm.
- PRESENT:** Councilor Steve Owen
 Councilor Len Edwards
 Councilor Ken Quinby
 Councilor Sherry Lillard
 Councilor Barb Jones
- ABSENT:** Mayor Roger Vonderharr
 Councilor Jim Raze
- STAFF:** Marilyn Holstrom, City Administrator
- GUESTS:** Dick Townsend, Executive Director
 League of Oregon Cities
- II. **BUSINESS** Introductions were made. Dick Townsend reviewed the process used for the hiring of a City Administrator with the Council.
- The Council agreed with the timeline presented by Mr. Townsend with applications due by August 13, 2001. All resumes and applications will be received and reviewed by Dick Townsend based upon the criteria established by the Council.
- The criteria was reviewed and the following advertisement was written:
- FAIRVIEW - City Administrator. Pop. 8,000. Salary \$75K-\$85K DOQ + benefits. Progressive, full-service city located on beautiful Columbia River. Fast growing community with small town atmosphere in Portland metropolitan area. Staff of 36; annual budget \$18M. Position responsible to Mayor and six (6) member council. Prior administrator in position 18 years. Seeking an experienced professional to lead a motivated and talented management team. Bachelor's degree in public administration or related field and five (5) years municipal management experience required. Send resume, salary history and references to Fairview City Administrator Recruitment, PO Box 928, Salem, OR 97308. Closing date: August 13, 2001.
- III. **ADJOURNMENT** Councilor Jones moved and Councilor Edwards seconded the

motion to adjourn. Council President Owens adjourned the meeting at 8:30pm.

AYES: 5
NOES: 0
ABSTAINED:0

Council President Steve Owen

Dated:

Marilyn Holstrom, City Administrator