



CITY OF OREGON CITY CITY COMMISSION SPECIAL INTERVIEW MEETING AGENDA

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, December 4, 2024 at 6:00 PM

Typically there are no public comments at special interview meetings, but written comments are accepted by:

- Email recorderteam@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
- Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045
- You may also attend this meeting by watching the livestream on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

1. CONVENE MEETING AND ROLL CALL

2. GENERAL BUSINESS

- a. Interviews for Appointment to the Planning Commission

3. ADJOURNMENT

ORDINANCE NOTICE

If an ordinance is noticed above in this agenda, the text of the ordinance is available online with the posted agenda packet. In addition, three copies are provided for public review in the Office of the City Recorder upon request.

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker's table, and state your name and city of residence. Each speaker is given 3 minutes to speak. Representatives of neighborhood associations may be given 5 minutes to speak if requested. As a general practice, the City Commission does not engage in discussion with those making comments. Complaints shall first be addressed at the department level prior to addressing the City Commission. Electronic presentations are permitted but must be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR
97045
503-657-0891

Staff Report

To: City Commission
From: Jakob Wiley, City Recorder

Agenda Date: December 4, 2024

SUBJECT:

Interviews for Appointment to the Planning Commission

STAFF RECOMMENDATION:

Staff recommends interviewing candidates. Candidate selection will occur during the first meeting in 2025.

EXECUTIVE SUMMARY:

The City received 4 applications for appointment to the Planning Commission. Per the current City Commission Rules of Procedure, the applicants are only interviewed at this time. The City Commission appoints the new Planning Commissioners at the first meeting in the new year.

BACKGROUND:

After the passage of Ballot Measure No. 3-580 on May 17, 2022, the City Charter was changed to require Planning Commissioners (and Historic Review Board members) to be appointed by the City Commission rather than the Mayor alone. On November 16, 2022, the City Commission passed Resolution 22-35, adopting rules for the appointment process for these positions. These have been subsequently incorporated into the Commission's rules of procedure.

The terms for Commissioner Bob La Salle and Commissioner Daphne Wuest will conclude at the end of the year, creating two vacancies. The term limit for the Planning Commission states that "[n]o member of the planning commission shall serve for more than eight consecutive years." OCMC 2.24.020(C).

The interviews for new applicants is scheduled to be held this evening according to the following schedule (in no particular order):

- 6:00 PM - Rachel Rawson
- 6:15 PM - Bob La Salle
- 6:30 PM - Sheri Weber
- 6:45 PM - Linda Taylor (applicant has not confirmed availability as of posting this agenda)

Per the Rules of Procedure, no appointments will be made tonight and the final choice will be made at the first meeting of the new year. The City Commission may choose to keep the application period closed or reopen it and set a new application deadline.

OPTIONS:

1. Interview applicants for the Planning Commission and do not reopen the application period.
2. Interview candidates, reopen the filing date, and set a new deadline for applications.

Rachel Rawson

Oregon City, OR | Generated 11/14/2024 @ 6:08 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Rachel Rawson
Application Date 11/14/2024
Expiration Date 11/14/2025
Status Received

Board (Rank)	Vacancies	Status
Enhancement Grant Program Committee (0)	0	Pending
Parks and Recreation Advisory Committee (1)	2	Pending
Planning Commission (2)	0	Pending
Transportation Advisory Committee (3)	0	Pending
Urban Renewal Budget Committee (4)	3	Pending
Library Board (5)	0	Pending
Budget Committee (6)	1	Pending
Arts Commission (7)	0	Pending
Natural Resources Committee (8)	0	Pending

Basic Information

Name
Rachel Rawson

Contact Information

Address
[REDACTED]
[REDACTED]
Yes, I am a resident
Yes
Email
[REDACTED]
Phone
[REDACTED]

Occupation

Employer
Daimler Truck
Job Title
Lead, Talent Acquisition

How long have you lived in Oregon City?
6 years (but native Oregonian)

Describe relevant work experience that may relate to the board or committee you are applying for.
I'm excited to lend my experience where needed. I have served with OSU in a management capacity on an array of different topics. I'm most excited on advancing transparency of programs in Oregon City to create an more inclusive and safe environment for all.

Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.
BS from Oregon State University and HR Mgmt Post Bacc Certification

Describe volunteer activity within this or other communities
I serve on the Management Advisory Council for Oregon State University, College of Business. I also serve as the Communications Chair for the Women's Interactive Network. I volunteer for various non-profits.

Do you presently serve on a City board or committee?
No

Explain your interest in this board/committee and why you think its issues are important
I want to immerse myself and get involved with Oregon City's different programs like Parks and Recreation and Arts as I utilize these in my community. I feel these are great programs, but could be enhanced.

List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee
This would be my first City Board position, but I have assisted with advisory boards for academia, corporate and non profits. This is an area I feel I can provide a service and also learn

In which neighborhood of Oregon City do you live?
Canemah

I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additonal proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.
Yes

Rachel Rawson-Chatterjee | HR Leader

Skills

Talent Acquisition and Human Resources leader with 10+ years of experience fulfilling organization recruiting needs full cycle and employee journey, in house and agency. Software: Workday, Lever, ADP, Taleo, UltiPro, BrassRing, Field Glass, Nova Time, SAP.

Experience

Daimler Truck North America | Talent Acquisition Lead and Supervisor

December 2021 – Present, Portland, OR

- Led a team of technical full cycle recruiters from professional development, 1:1's, metrics, training and holding weekly team meetings for optimal collaboration.
- Led workshops for existing employees on recruiting and HR topics like resume building, interviewing, benefits, and recognition.
- Track recruiting KPI's such as average time to fill by function, organization, level.
- Served as a Talent Partner to engineering and technical managers to manage their job postings and staffing needs for their strategic organizations.
- Managed perm postings for immigration cases for existing employees.
- Appointed to Communications Chair for Women's Interactive Network EBRG

LeadVenture | Senior Recruiter

November 2019 – December 2021, Wilsonville, OR

- Recruit, source and maintain pipelines for technical and non-technical roles for a multi brand, multi-site corporation.
- Track recruiting and HR KPI's such as average time to fill, headcount variances, attrition, DEI initiatives and built reports on data.
- Manage ATS, job posts, kick off meeting and debriefs with hiring teams.
- Building operational efficiencies within HR/ Recruiting, serving as a lead.

ActOne Government Solutions | Corporate Recruiter, Bonneville Power Administration

April 2019- November 2019, Portland OR

- Review resumes, interview applicants, check references, process background check and use a variety of techniques to identify and recruit the best candidates for open and/or anticipated positions for pipeline.
- Assist with government contractor on boarding and orientation process including personal security, eQip, finger printing and badging.

Express Employment Professionals | Senior Staffing Consultant / Onsite Account Manager

November 2015 – April 2019, Portland, OR

- Full cycle recruitment specializing in office and light industrial positions.
- Managed large commercial accounts by providing HR duties not limited to payroll, employee relations, training, and development.
- Responsible for business reports and tracking KPI's, keeping other team members accountable for strategic initiatives.
- Hired and trained new staffing consultants, interns, and office staff, serving as a lead.

Additional Experience

Human Resources Coordinator | Takeda Oncology (November 2014-September 2015)
Human Resources Intern | Greater Lynn Senior Services (May 2014-August 2014)
Customer Service Professional | Circles (November 2013-November 2014)

Education

Oregon State University | Bachelor of Science, Psychology and Sociology
University of Massachusetts, Boston | HR Management Certification
HRCI PHR | In Progress

**Volunteer &
Professional
Affiliations**

Management Advisory Council | Oregon State University, College of Business
Communications Chair | Daimler Truck Women's Interactive Network
Volunteer | Bridgetown Church
Volunteer | Clackamas Women's Services

Sheri Weber

Oregon City, OR | Generated 9/24/2024 @ 7:38 pm by OnBoardGOV - Powered by ClerkBase

Status		Board (Rank)	Vacancies	Status
Name	Sheri Weber	Planning Commission (0)	0	Pending
Application Date	9/24/2024	Budget Committee (1)	1	Pending
Expiration Date	9/24/2025			
Status	Received			

Basic Information	Contact Information	Occupation
Name Sheri Weber	Address [REDACTED] [REDACTED] Yes, I am a resident Yes Email [REDACTED] Cell Phone [REDACTED]	Employer Weber Insurance Inc Job Title Sales Director/Owner

How long have you lived in Oregon City?
27 years

Describe relevant work experience that may relate to the board or committee you are applying for.
Have served on boards and committees

Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.
High School 1981, some college

Describe volunteer activity within this or other communities
Volunteer on insurance association committees, ad hoc volunteer for providing meals and services for people in need

Do you presently serve on a City board or committee?
No

Explain your interest in this board/committee and why you think its issues are important
Desire to be more involved with my community

List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee
Previous board experience with budget preparation and management, association planning experience

In which neighborhood of Oregon City do you live?
Hazel Grove

I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additional proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.
Yes

Generated 9/24/2024 @ 7:38 pm

Linda M Taylor

Oregon City, OR | Generated 11/5/2024 @ 11:30 am by OnBoardGOV - Powered by ClerkBase

Status

Name Linda M Taylor
Application Date 11/4/2024
Expiration Date 11/4/2025
Status Received

Board (Rank)	Vacancies	Status
Parks and Recreation Advisory Committee (0)	2	Pending
Enhancement Grant Program Committee (1)	0	Pending
Budget Committee (2)	1	Pending
Planning Commission (3)	0	Pending
Urban Renewal Budget Committee (4)	3	Pending

Basic Information

Name
Linda M Taylor

Contact Information

Address
[Redacted]
[Redacted]
[Redacted]
Yes, I am a resident
Yes
Email
[Redacted]
Phone
[Redacted]

Occupation

Employer
Hobby lobby
Job Title
Lead

How long have you lived in Oregon City?
35 years

Describe relevant work experience that may relate to the board or committee you are applying for.
I am wiser older obvera I have lived in Oregon city for 35 years. Have done AR Ap sat along side governor making budget for headstart program

Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.
Ccc excel and small business management

Describe volunteer activity within this or other communities
Not as much as I used to with small children. Finding it hard to find where to volunteer.

Do you presently serve on a City board or committee?
No

Explain your interest in this board/committee and why you think its issues are important
Been here for years. I think I have good thoughts to offer

List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee
Ar ap admin work. I love oc and ha e read the history the. Spectator from 1845

In which neighborhood of Oregon City do you live?
Caufield

I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additonal proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.
Yes

Generated 11/5/2024 @ 11:30 am

Robert La Salle

Oregon City, OR | Generated 11/12/2024 @ 11:20 am by OnBoardGOV - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Robert La Salle	Planning Commission	0	Pending
Application Date	11/9/2024			
Expiration Date	11/9/2025			
Status	Received			

Basic Information	Contact Information	Occupation
Name Robert La Salle	Address [REDACTED] [REDACTED] Yes, I am a resident Yes Email [REDACTED] Cell Phone [REDACTED]	Employer Retired

How long have you lived in Oregon City?

18 years

Describe relevant work experience that may relate to the board or committee you are applying for.

Mangement positions that enables me to make good decisions

Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed. Also list degrees and certifications.

High School Grad, US Army Commissioned Officer. many professional courses of instruction.

Describe volunteer activity within this or other communities

Presently on Planning Commission. Have served on Park Place Neighborhood Association, Transportation Advisory Committee (Chair), Citizen Involvement Committee (Chair), Sign Code Update Committee, South End Concept Plab Committee, OC 2040 Committee

Do you presently serve on a City board or committee?

If yes, which boards:, Planning Commission, CIC

Explain your interest in this board/committee and why you think its issues are important

Presently serving and wish to continue. The Planning Commission is a vital part of the organized growth of Oregon City.

List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

Military and civilian management and leadership position.

In which neighborhood of Oregon City do you live?

Park Place

I certify that the information I am submitting is true. If residency is a requirement of holding this position, I certify that I am an Oregon City resident and will comply with requests for additonal proof of residency if requested. I consent to allow the information contained in this application to be released to the general public upon request, including my email address and phone number.

Yes

Generated 11/12/2024 @ 11:20 am

RESOLUTION NO. 22-35

A RESOLUTION ADOPTING A PROCESS FOR THE APPOINTMENT OF PLANNING COMMISSION AND HISTORIC REVIEW BOARD MEMBERS

WHEREAS, With the passage of Ballot Measure 3-580, the City Commission appoints members to the Planning Commission (PC) and the Historic Review Board (HRB) instead of the Mayor alone; and

WHEREAS, An appointment process needs to be established to ensure proper coordination, fairness, and efficiency in the appointment process for members of the PC and HRB.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City Commission adopts the PC and HRB Appointment Procedure Policy attached as Exhibit A to this resolution.

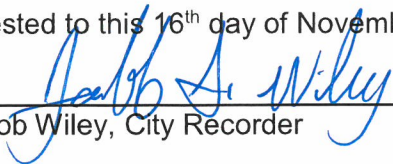
Section 2. The PC and HRB Appointment Procedure Policy shall be included as an addendum to the existing Rules of Procedure (adopted via Resolution 21-09) and incorporated in the next update.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

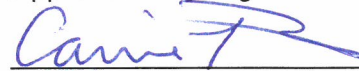
Approved and adopted at a regular meeting of the City Commission held on the 16th day of November 2022.


DENYSE C. MCGRIFF
Mayor

Attested to this 16th day of November 2022:


Jakob Wiley, City Recorder

Approved as to legal sufficiency:


Carrie T.
City Attorney

**Oregon City Planning Commission and Historic Review Board
Appointment Procedure Policy**

Section 1. – Deadline for Applications

The deadline to submit an application for appointment to the Planning Commission (PC) or Historic Review Board (HRB) shall be the third Friday in November each year for the terms starting in the beginning of the next year.

Section 2. – Interviews for Applicants

Interviews for the applicants shall be scheduled during a City Commission meeting (or meetings) held in December each year.

Section 3. – Selection of Appointees

The City Commission shall vote to appoint applicants to their respective positions during the first meeting of the City Commission each year.

Section 4. – Oath of Office

The oath of office ceremonies shall be held before the respective body (HRB or PC). The Mayor or chair of the PC or HRB shall officiate the oath of office for appointed HRB and PC members at the first meeting of the HRB or PC each year, as appropriate.

Section 5. – Filling Out-of-Cycle Vacancies

An out-of-cycle vacancy occurs when a vacancy is created for any reason on or before October 1 each year. In the event of an out-of-cycle vacancy in the PC or HRB, the City Recorder or designee shall determine an appropriate deadline to receive applications of between 30 and 40 business days after the vacancy is created and advertise the vacancy. The City Commission shall conduct interviews and appoint a new member to fill the vacancy as soon as practicable.

Section 6. – End of Year Vacancies

In the event a vacancy is created after October 1 of each year, Section 5 of this policy does not apply, and the vacancy shall be filled in the normal cycle along with the other terms that are ending at the end of the year.