

CITY OF BROOKINGS
SPECIAL COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
May 15, 2000
7:00PM

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:05 PM.

II. PLEDGE OF ALLEGIANCE

Led by Richard Townsend, Executive Director of the League of Oregon Cities

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, and Frances Johns, a quorum present.

Council Absent: Student Ex-Officio Councilors Shiloh Thom and Cindi Peterson, excused

Staff Present: Finance Director/Recorder Gail Hedding, Fire Chief William Sharp, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: approximately 15 other citizens

IV. PRESENTATION BY LEAGUE OF OREGON CITIES - Executive Director Richard Townsend

Mayor Hagbom outlined the procedures for the meeting, which included time for comments from the audience. He introduced Executive Director Richard Townsend from the League of Oregon Cities, who provided a packet of information to the Council. It included his letter to Mayor Hagbom and Council dated May 3, 2000, outlining the recruitment process, a draft timeline for recruitment of the City Manager, and a sample advertisement for the position. Townsend reviewed these procedural recommendations and asked for comments from the Council.

Councilors Johns and Pepper discussed moving up several dates so as to the have screening of applicants prior to July 18, 2000. Councilor Curry disagreed with that change Discussion ensued. After clarifications from Townsend of recommended deadlines, the Council agreed by consensus with the timeline guides recommended with the notation of possible earlier dates if the Council's part in the process was done more quickly.

Richard Townsend continued reviewing packet samples for advertisement, for administrator profile format, and the list of issues for council discussion prior to the City Manager Interviews.

V. COMMENTS FROM AUDIENCE

Mayor Hagbom asked for audience comments, after presenting the guidelines for the process.

Vikki Nuss of 808 Pioneer Road, Brookings, asked for the city manager applicant requirements and duties. Richard Townsend responded.

Councilor Pepper read the current City of Brookings' City Manager Job Description.

Finance Director/Recorder Gail Hedding, speaking on behalf of herself and the other department heads Community Development Director Leo Lightle, Police Chief Ken Lewis, and Fire Chief William Sharp provided to the Council a profile of attributes for consideration in the hiring process of a City Manager, which included a good sense of humor.

Mayor Hagbom commented on the excellent profile from the department heads, and thanked her.

Les Cohen of 324 S. Hazel Street, Brookings, and Executive Director of the Chamber of Commerce, read a prepared statement of thoughts from several members of the Chamber of Commerce Board and himself on the type of characteristics that a candidate for Brookings City Manager should possess.

Vicki Nuss of 808 Pioneer Road, Brookings, said the City had strong department heads and that the City didn't need a city manager who micro-managed them. She said the Council should hire someone who is winding their career and who wants to live and retire here.

Pete Pavich of 99040 So. Bank Chetco River Road, Brookings, and General Manager of the Salmon Run Golf and Wilderness Preserve, stated he was impressed with the

information presented tonight, including the profiles. He encouraged the Council to include in the profile, the willingness to travel and sit down with out-of-town state agencies to discuss and be informed on statewide issues effecting our local area - including tourism.

Peter Spratt of 15480 Southwind Lane, Harbor, asked to speak on two issues, referring to his recent involvement in a CEO search. He encouraged the Council to focus on using the internet, due to the prompt response time, to posting the position vacancy nationally, and using the City of Stayton's recent pre-screening process. He stressed the importance of developing good questions for the interviews and keeping subjectivity out of the process. Spratt stated he wanted a strong advocate, self starter, and someone who was independent. He also asked the Council to strongly consider the option of having a contract with the new City Manager and outlined the commitment, stability and responsibility a contract would provide. And finally, Spratt encouraged the Council to include staff in the final interviewing process, possibly asking for 4 or 5 questions to include in the interviews and by integrating the applicant with them during a "regular day" of events, commenting ownership within the staff and community would be found in that type of process. Discussion ensued.

Don Nuss of 808 Pioneer, Brookings commented on the urban growth boundary, asking for more communications, and agreeing with the need for a contract for the new City Manager due to it being an election year.

Cherie Mitchell of 423 Buena Vista, Brookings, reminded Council of the previous vision study done by CVAT (Chetco Vision Action Team), in which 200 people participated. The study provided a vision of our community in the areas of quality of life, infrastructure, economic/business development and workforce development.

Mayor Hagbom asked Administrative Secretary Sharon Ridens to secure a new copy of the CVAT study for each Council member.

Heather Weckler of 1221 Collis Lane, Brookings stated she had experience with other rural communities and understood the uniqueness of Brookings, and asked the Council to consider someone that would be able to make a commitment to the position for a goodly length of time (considering family dynamics), but not someone who was looking to retire here and slow down!

Richard Gyuro of 810 Chetco Ave, Brookings, asked the Council to consider energy and salesmanship as important attributes. He stated the City Manager had to be extremely outgoing and able to sell his and the city's ideas to groups of diverse people.

Rick Dentino of 1230 Ransom Avenue, Brookings, encouraged the Council to look for someone who has worked in labor and management.

VI. COUNCIL DISCUSSION

Mayor Hagbom commented on his agreement with the current process of hiring the City Manager.

Councilor Johns stated she felt the qualifications of the City Manager were much greater than she had realized

Councilor Pepper shared his thoughts, which included downtown economic development, youth activities, park activities, and someone who is willing to try new things and be our personal cheerleader by being involved in the City.

Councilor Curry shared his personal considerations, which included having someone from the local area who would be familiar with specific persons to work within the State level agencies, and not someone who is getting ready to retire.

Mayor thanked everyone for their comments, and expressed his own priorities, and turned the meeting back to Richard Townsend.

Director Townsend made comments on various thoughts presented by the audience and Council and asked for a copy of the CVAT study. He also recommended possibly having staff show the candidates around town, allowing that staff can "see" things outside of the interview process that a Council member might not think about.

Townsend referred to and led a discussion regarding the details of the sample time lines, advertisement and profile. Les Cohen recommended using information from the prior employment recruitment brochures for the Finance Director and Police Chief. It was decided to use a salary range between \$52,000 and \$62,000, number of staff as 43 full time and 8 part time, 2.3 Million for the Annual Budget (to be confirmed by Finance Director Hedding later), requirements for experience and education- using "desired" not required.

VII. COUNCIL ACTION

A. Adoption of Standards, criteria and policy directive to be used in hiring the City Manager

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to continue this matter to the June 12, 2000, Common Council Meeting.

B. Approve advertisement

Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the sample advertisement containing the specifications agreed upon by the Mayor and Council and presented by League of Oregon Cities.

C. *Approve time-line*

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve the time-lines suggested by the League of Oregon Cities.

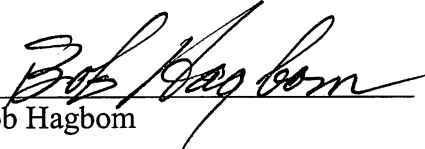
VIII. COUNCIL COMMENTS

League of Oregon Cities Director Townsend congratulated the Council on their discussions and decisions, making his work easier by completing much of it this evening. He informed the Council the City Manager profile would be completed and sent to the Council by June 7, 2000, and the printed advertisement by tomorrow, so as to have to press by Wednesday, May 17, 2000.

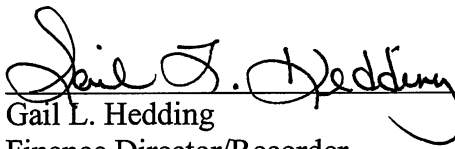
XII. ADJOURNMENT

Councilor Pepper moved, Councilor Curry seconded, and the Council voted unanimously to adjourn the meeting at 8:57PM.

Respectfully submitted:


Bob Hagbom
Mayor

ATTEST:


Gail L. Hedding
Finance Director/Recorder