

MINUTES
Troutdale City Council – Work Session
Troutdale City Hall – Council Chambers
104 SE Kibling Avenue
Troutdale, OR 97060-2099

Tuesday, February 27, 2007

1. ROLL CALL

Mayor Thalhofer called the meeting to order at 10:55pm.

PRESENT: Mayor Thalhofer, Councilor Kight, Councilor Ripma, Councilor Thomas, Councilor Canfield, Councilor Kyle and Councilor Daoust.

ABSENT: None.

STAFF: John Anderson, City Administrator; Marnie Allen, City Attorney; and Debbie Stickney, City Recorder.

GUESTS: None.

2. Discussion: Discuss the recruitment and selection process for filling the position of City Attorney.
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Marnie Allen stated the Mayor and John asked me to obtain a proposal of the scope of services from a consultant who could work with the Council to recruit for a replacement city attorney. The material that I just handed out (copy included in the packet) includes a description of the services that the consultant could provide to the council. Their hourly rate is \$100 and the estimated time it would take is between 35 to 50 hours depending on which services you want them to do. I met with Kathleen Leader to look at this year's legal department budget. Kathy and I projected forward through to the end of this fiscal year and assuming that all the costs associated with my compensation are paid, assuming that we hire a law clerk and that we maintain enough money in the budget to pay Paul Elsner to help with the condemnation, there is still approximately \$50,000 available to pay for interim legal fees and a consultant to assist with the recruitment for my replacement. I sent an email to Julie Olke at the League of Oregon Cities because they provide city administrator recruitment services and I asked them if they have ever recruited for a city attorney. They have not provided that service, however Mike McCauley their Executive Director is a former attorney and they would be happy to work with the City Council to recruit for a city attorney.

Councilor Thomas asked what are your thoughts on the consultants' resumes?

Marnie Allen replied I have personal experience with Bob Hazen. I am the Chair of a non-profit board that builds affordable housing and we had to find a new executive director and we hired him to assist us in our recruitment. I have spoken with Susan Marshall who is an

attorney that is fairly well connected with the legal community. I have not worked directly with her. I think they would do a really good job. They both have experience working with multi-member boards and governing bodies as opposed to a headhunter kind of organization.

Mayor Thalhoffer stated I recommend that we go forward with what Marnie is proposing.

Councilor Ripma agreed.

Mayor Thalhoffer asked what form of direction do we need to give?

John Anderson stated making a decision to go with a particular firm is the direction that we need. Then I think what you want to look at is the overview of the services they listed that they could provide and see if that is the mix that you want. You could invite them to a meeting. There may be a few pieces that could be done in-house with them doing most of the screening.

Marnie Allen stated if you decide that you want to go forward with them they would want to come to a work session and meet with you to discuss what your needs are. They could then meet with staff to see what staff could do to assist them with what you need. Their direction and contact needs to be with the Council so that you are directing them with what you want.

Councilor Canfield stated that is what I think we should do.

Councilor Thomas agreed.

MOTION: Councilor Ripma moved that we go forward in principle with retaining their services and the details could follow in a future work session. Seconded by Councilor Thomas.

VOTE: Councilor Canfield – Yes; Councilor Kyle – Yes; Councilor Daoust – Yes; Councilor Kight – Yes; Councilor Ripma – Yes; Councilor Thomas – Yes; Mayor Thalhoffer – Yes.

Motion Passed Unanimously.

3. Discussion: Discuss amending Council Rules to address council communications outside of city council meetings.

Councilor Ripma asked if this item could be postponed to a future meeting.

Council agreed.

4. ADJOURNMENT:

**MOTION: Councilor Ripma moved to adjourn. Seconded by Mayor Thalhofer.
Motion passed unanimously.**

Meeting adjourned at 11:02pm.

Paul Thalhofer, Mayor

Dated: Approved 4/10/07

ATTEST:

Debbie Stickney, City Recorder