

**CITY OF NEWBERG  
CITY MANAGER RECRUITMENT SUBCOMMITTEE MINUTES  
NOVEMBER 15, 2007  
7:00 A.M.  
CITY HALL ADMINISTRATION CONFERENCE ROOM**

**I. CALL MEETING TO ORDER**

Chair Rierson called the meeting to order.

**II. ROLL CALL**

**COUNCIL:**

Bart Rierson, Chair  
Roger Currier  
Bob Andrews (arrived at 8:00 a.m.)

**STAFF:**

Terrence Mahr, City Attorney  
Becky Green, Human Resources Manager  
Norma Alley, City Recorder

**OTHERS:** Council of Governments Executive Director Nancy Boyer

**III. DISCUSSION ON CITY PROFILE**

Nancy Boyer handed out and discussed the city manager profile she compiled (see official packet for handout). No changes were made by the subcommittee.

Becky Green handed out comments from the employees (see official packet for handout).

Nancy Boyer handed out a summary on challenges and issues (see official record for handout). She asked if the subcommittee wanted to include the Northern Arterial, having to do with traffic and growth.

Chair Rierson said there should be some language in there regarding it.

Councilor Currier suggested having the brochure include implementation or follow through on the Transportation System Plan.

Councilor Currier expressed concern that paragraph two states the City encourages growth.

Nancy said she will rework the language to not come across as encouraging growth.

Councilor Currier suggested having language addressing financial challenges.

Terry Mahr wrote out a draft language change addressing financial challenges.

Consensus was met by the subcommittee to include Terry's draft language.

**IV. OTHER BUSINESS**

Nancy Boyer suggested advertising the base salary range instead of the total compensation, such as \$110-130,000.

Chair Rierson said to include it in the brochure and then we will open it up for discussion to the entire Council.

Nancy Boyer asked what other things should be updated.

Councilor Currier said update population, goals of the budget, and price of a single family home.

Chair Rierson suggested including language on our light industrial growth.

Becky Green suggested talking with Elizabeth Comfort about budget goals.

Nancy Boyer said we talked about having supplemental questions and there was consensus that was a good idea. She suggested the supplemental questions be for the finalists, but that will add some time to the timeline.

Consensus was met to only give the supplemental questions to the finalists.

Mayor Andrews asked Chair Rierson based on the charge and progress, do you feel you are at a point to hand it off to the Council.

Chair Rierson answered it is time to go to the Council after the subcommittee approves the brochure.

Terry Mahr handed out the recommendation to present to the Council on the hiring process.

Discussion commenced on where to submit the advertisement and press release.

## **V. SCHEDULING OF NEXT MEETING**

The subcommittee has fulfilled the charge and will conclude after this meeting.

## **VI. ADJOURNMENT**

Meeting adjourned at 8:29 p.m.