

**CITY OF NEWBERG
CITY MANAGER RECRUITMENT SUBCOMMITTEE MINUTES
OCTOBER 12, 2007
7:30 A.M.
PUBLIC SAFETY BUILDING TRAINING ROOM**

I. CALL MEETING TO ORDER

Chair Rierson called the meeting to order.

II. ROLL CALL

Council:

Bart Rierson, Roger Currier, and Bob Andrews

Staff:

Terrence Mahr (Legal), Becky Green (Human Resources), Norma Alley (Administration), Barton Brierley (Building & Planning), Al Blodgett (Fire), Janelle Nordyke (Finance), Leah Griffith (Library), Dave Brooks (IT), and Brian Casey (Police)

III. DISCUSSION WITH DEPARTMENT HEADS ON INTERIM CITY MANAGER

Chair Rierson opened the meeting and said he would like to encourage open and honest discussion. He asked what type of manager makes your job easier.

Barton Brierley said the manager is the one who sets the tone for the City Council and sets the vision for the organization. The manager should help the Council to set goals so it is clear where the City is going. The manager needs to be firm, relaxed and not a micro-manager, but should allocate resources and meet the needs of the department heads.

Chair Rierson mentioned a good manager knows how to delegate and utilize the talents of the staff.

Al Blodgett said a manager should be there when you need them, understands all the departments, have good community interactions, and good communication skills.

Janelle Nordyke suggested the manager to be friendly and know all the employees.

Leah Griffith said the manager needs to work with Council and the community to establish goals and visions. There should be good two way communication between the manager and Council.

Dave Brooks said the person should have some understanding of how each department works and the issues they are facing, needs to have a good understanding of the City's budget, and lead the staff through the budget process.

Brian Casey stated most importantly this person has to have good people skills, initiative to get things done, a go getter, not afraid to stand up on an issue and not cave in on tough issues, and an excellent communicator.

Becky Green said she would like to see someone who sets goals at the department head level, is a people person, concerned about the whole picture of the City, and involved in staff relations.

Terry Mahr suggested someone who is good at change in the community and developing good community relations and needs to build an atmosphere where the public is involved. Someone who sees goal setting as a priority has a long range financial vision for a secure organization, come up with creative financing, takes pride in the organization and the city, is present in the office, keeps ideas open and flowing, and builds respect among the organization with the Council.

Leah Griffith said it is important for the manager to promote openness and provide a better community for our citizens.

Al Blodgett said they should be in good relations with the press. Also, the manager should come by the departments to build good relations with City staff.

Becky Green said she would prefer to have someone with government experience.

Councilor Currier read comments from Dan Danicic (Public Works) that were emailed prior to the meeting.

Chair Rierson thanked the department heads for their time and let them know they will do their best to hire someone with the qualities shared today.

IV. OTHER BUSINESS

Subcommittee interviewed Kathy Tri for the interim manager position.

Discussion commenced on the interview with Kathy Tri and Robert Tardiff.

Terry Mahr handed out a memorandum on the selection of an interim manager.

Consensus was met to hire Robert Tardiff as the interim manager.

V. SCHEDULING OF NEXT MEETING

Next meeting is to be determined at a later date.

VI. ADJOURNMENT

Meeting adjourned at 9:55 a.m.