

**CITY OF NEWBERG
CITY MANAGER RECRUITMENT SUBCOMMITTEE MINUTES
OCTOBER 24, 2007
7:00 P.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

STAFF:

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

III. DEVELOPMENT OF A CITY MANAGER PROFILE

Terry Mahr suggested waiting to produce a profile until after the Council decides if the City should use an outside recruiting service or in house, because the outside recruiting services would help with developing the profile.

Councilor Rierson said the subcommittee could come up with the minimum requirements after hearing from staff.

Councilor Currier said he was leery of establishing the requirements and then asking the community after the fact.

Mayor Andrews suggested having a community breakfast to ask invited community members their ideas.

Becky Green said we can update the brochure from last time after the community meeting.

Chair Rierson asked who would be invited to the breakfast.

Becky Green suggested inviting the downtown development president, school superintendent, Curt Walker as a business owner, representative from George Fox, chamber representative, school board representative, hospital representative, and large industry/business representative.

Chair Rierson suggested having the county commissioners.

Councilor Currier suggested inviting the mayor or administrator of the City of Dundee.

Consensus was met by the subcommittee to meet on November 7, 2008, from 7:00-8:30 a.m.

IV. DEVELOPMENT OF A CITY PROFILE

This item has been deferred to the recruiting service company for creation.

V. DISCUSSION ON HIRING SERVICES

Chair Rierson said we need to send a recommendation to the Council.

Councilor Carrier clarified the subcommittee is looking at whether to hire the COG or the LOC.

Mayor Andrews recommended using the COG because they have a more financially attractive package. I think we are going to get more personal attention with the COG than we will get from the LOC. .

Chair Rierson said that has been his preference because of the financial costs.

Mayor Andrews suggesting comparing the LOC contract and the COG contract to see what the COG did not propose to do that the LOC would do and see if the COG would be willing to provide those services. He asked Becky Green to compare the two services contracts and list the differences.

Consensus was met to recommend to the Council contracting with the COG.

VI. OTHER BUSINESS

None.

VII. SCHEDULING OF NEXT MEETING

Next meeting is scheduled for October 30th at 7:00 a.m. in the City Hall.

VIII. ADJOURNMENT

Meeting adjourned at 8:37 p.m.