

NEWBERG COUNCIL SUBCOMMITTEE MINUTES

District 3 Vacancy Process

December 09, 2022

CALL MEETING TO ORDER

Council Kilburg called the meeting to order at 2:01 p.m.

ROLL CALL

Members Present: Councilors Peggy Kilburg, and Jefferson Mildenerger

Staff Present: City Manager Will Worthey

DISCUSSION OF THEMES FOR DISTRICT 3 INTERVIEWS

Councilor Kilburg presented a list of all of the comments that were forwarded from Mayor Rogers, Councilor Kilburg, Councilor Mildenerger, and Councilor Findley. The councilors reviewed the list of potential qualifications.

Councilor Mildenerger called for the end product to be referred to as a “list of preferred qualifications” rather than qualifications because the charter already called out the minimum required qualifications.

Councilor Kilburg commented that what is currently referred to as qualifications on the website she views as eligibility requirements. She put forth that some of the suggestions could be “preferred” qualifications while others would be “required”. Councilor Mildenerger agreed, and they collaborated to make those designations.

Councilor Kilburg and Councilor Mildenerger agreed that several qualifications could be combined since there was some overlap. The councilors discussed the listed personal qualities and their importance.

A discussion then ensued about the importance of candidates understanding the need for sufficient time to learn and commit to the position, and both councilors agreed that this was very important.

They reviewed the suggested qualifications line item by line item.

The councilors discussed the importance of timing in the application process. The councilors discussed the ways that in the past councilors had left the council often as the result of a councilor moving out of district/town, and often due to their employment changing.

Both councilors agreed that the candidates should have a clear understanding of their roles and the time commitment required by the position. Even though the applicants sign the application that includes a statement, “I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.”

They decided to ask each applicant to expound on that point to assure the Council of their understanding of and commitment to the position.

Other qualifications were discussed. Councilor Mildenerger highlighting the need for collaboration and avoiding negativity. Councilor Kilburg noted the importance of candidates being willing to learn.

Councilor Kilburg suggested that a one-page sheet listing the roles of the city department heads in the context of their professions would be very handy. The CM committed to creating such a document. Councilor Mildenerger reiterated the importance of understanding staff skills.

NEXT STEPS

The next steps were clarified when the councilors got down to a final list of six or seven most important preferred qualifications.

It was agreed in line with the plan that the final list would be drafted by Councilor Kilburg and first sent to Councilor Mildenberger to ensure mutual agreement and understanding sending the list to the full to the full council for use in developing suggested interview questions.

A discussion took place about the importance of council work including a discussion about the Urban Renewal District and its related infrastructure.

The next meeting will be held on December 16, 2022 at 4:00 p.m.

ADJOURNMENT: The meeting was adjourned at 2:25 p.m.

ATTEST:


Sue Ryan, City Recorder