City of Creswell
Special City Council Meeting Minutes
November 4, 2013

Council Present:		Staff Present:	
Dave Stram	Brent Gifford	Larry Patterson	City Administrator
Jacob Daniels	Adam Pelatt	Roberta Tharp	City Recorder
Nora Reynolds	Jane Vincent	Shelley Humble	Airport Manager
		Mike Kelly	Recruiter
		Ross Williamson	City Attorney

Council Absent: 0

Press: 1 – Scott Olson, Creswell Chronicle

Audience: 6

The Special City Council meeting was called to order by Mayor Dave Stram at 7:01pm and the Pledge of Allegiance given.

Public Forum
John O'Connell, Creswell resident addressed the council to speak in support of the Mayor's decision to extend the application deadline for filling the City Council position.

Mayor's Report
The application filing deadline to fill the City Council position has been extended. The adjusted time line is as follows:

- Application filing deadline is December 4, 2013 at 5:00 pm
- Interviews will be held in a special meeting scheduled just prior to the December 9th regular meeting
- The appointment will be made during the regular December 9th meeting
- The new councilor will be given an orientation session during the month of December
- Oath of Office will be administered at the January 13, 2014 meeting

City Administrator Recruitment
Process, criteria and salary range for the City Administrator Position
Larry Patterson gave a brief overview of the City Administrator Recruitment Process which began back in April.

- City hired Mike Kelly to perform the recruitment for a new City Administrator
- Council held interviews to fill the City Administrator position in August – did not hire anyone
- Position is advertised open until filled
- In October Mayor Stram had a list of eleven names of people who may be interested in filling the position
- As of today, ten candidates have withdrawn or been eliminated from the process leaving one candidate

It is the recommendation of Mr. Patterson to have the remaining candidate visit Creswell on November 13th to meet with staff and hold a special meeting for the council to interview her. At that point should the council determine she is the right candidate for the position, we could enter into contract negotiations. If the council chooses not to hire the candidate, we would begin the process over and start advertising the position in December or January. Application screening would take place in mid-February with interviews and background checks to follow. Mr. Kelly would again be helping with this process and feels it could be wrapped up by late March or April.

Mr. Patterson reviewed the criteria of the City Administrator Profile with the council. There are four categories included in the profile: Experience, Council Relations, Community Relations and Other Skills, Knowledge and Abilities that the candidate should possess.

Salary Range – Mr. Patterson proposed increasing the salary range for the City Administrator position. Mr. Kelly compiled a salary comparison of cities similar in size (population 3,000 – 6,000) for the position of City Administrator. The cities closest to the size of Creswell included Philomath, Winston, (two smaller) and Junction City and Brookings(two larger). The average salary range for the administrator position for those cities is between $83,465 and $111,300, which also includes the six percent PERS pickup.
Mr. Patterson also looked at salary data related to school district administration positions along with the relationship of salaries of other Creswell positions. These were all contributing factors that helped in the formation of Mr. Patterson's recommendation to increase the salary range for this position. Mr. Patterson's

recommended to the Council an increase in the salary range for the City Administrator position of $77,000 to $95,000 per year.

A brief discussion ensued regarding the initial screening of applications for those who meet the profile requirements should we start the process over.

Public Hearing to receive testimony on candidate profile, process for selection of City Administrator, and modification to salary range for the City Administrator's position.
Mayor Stram opened the public hearing. There being no public testimony, Mayor Stram closed the public hearing.

Consider approval of process to be used in selecting Creswell's City Administrator
Mayor Stram asked for Council discussion on the remaining candidate and the process to be used. Each councilor was given an opportunity to voice what they liked and disliked during the past round of interviews.

Mayor Stram recommended three panels to interview the candidate; community, staff and council, followed by an opportunity for Council to hear from community and staff and hold a meet and greet in the evening.

A discussion ensued regarding the Meet and Greet and to look at staff and community providing an evaluation of strengths and weaknesses not a score.

The Council gave unanimous consensus to invite the candidate to Creswell on November 13th to meet with the staff and be interviewed by the Council. Immediately following the interview, the council would enter into executive session to discuss how the candidate meets the criteria. During the regular meeting on November 18th the council will be making their decision to appoint or not.

Consider approval of profile for City Administrator to provide criteria from which to base selection decision
Discussion ensued regarding residency and the possibility of disqualifying a great candidate because they live in Eugene. Further topics in the residency discussion were the importance of presence in case of emergency; the CEO should have to live under the same laws they are enforcing and adjusting the criteria to read living in the boundaries of the school district or Creswell residency preferred in the profile.

Mr. Gifford posed a question to Mr. Patterson "Did he think that if we contacted the candidate who pulled out because of the residency requirement, he would reconsider being a candidate if we said that residency is preferred but not required?"

Mr. Patterson referred the residency question asked by Mr. Gifford to Ross Williamson. Mr. Williamson said the council is still in the application/hiring process. The position has been advertised as open until filled and therefore he feels you could invite the candidate back for an interview on November 13th.

Mr. Patterson suggested some alternatives to par down the criteria:

- Experience and general understanding of Oregon Land Use could be rewritten to Familiarity with Oregon Land Use or ability to become familiar with Oregon Land Use
- Understanding the needs of the Business Community could read the ability to understand the needs of the business community
- Possess good office skills could read possess office skills

Mayor Stram asked and the Council gave their unanimous consent to direct Larry Patterson to contact the individual who pulled his name from the process due to residency requirements, to ask if he would like to reapply for the City Administrator position and be here on November 13th for an interview.

The council also gave their unanimous consent authorizing Mr. Patterson to adjust the language in the profile as presented, leave residency as preferred and to approve the profile for City Administrator to provide criteria from which to base selection decisions.

Consider modifying the salary range for City Administrator from $67,000 to $85,000 to$77,000 - $95,000
The current salary range for the City Administrator position is $67,000 to $85,000 and Mr. Patterson is recommending it be increased to $77,000 to $95,000.

A discussion ensued regarding step scales. Mr. Patterson explained how a step scale works; once you get to the top step, you can't go any further. The range actually moves by the administration of adjustments for cost of living increases. The suggested range is for contract negotiating should the council choose one of the candidates.

Further discussion continued regarding people of Creswell looking for the best possible candidate to fill the position, not the cheapest. We shouldn't be competitive with other cities but be aggressive about recruiting the best person. There are big issues the city will be facing in the near future and we need someone good to fill that position that can deal with those sorts of things. A large salary spread will bring in more applicants as well as higher quality.

The council gave unanimous consensus to Mr. Patterson's recommended salary range of $77,000 to $95,000 for the City Administrator position for advertising and negotiating with the selected candidate.

Upcoming Meetings and Events
Mayor Stram called a council work session for Saturday November 16th at 9:00 am. This session will begin a visioning process for the community.

Mayor Stram recessed the Special Meeting at 8:36 pm in order for the Council to enter into executive session.

Executive Session

192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

Adjournment
There being no further discussion, Mayor Stram adjourned the Special Meeting at 8:55 pm.

Dave Stram

Dave Stram, Mayor

Roberta J Tharp

Roberta J Tharp, City Recorder