

**CITY COUNCIL STUDY SESSION**  
**DRAFT MINUTES**

Monday, February 5, 2018  
Council Chambers, 1175 E. Main Street

5:30 p.m.

Mayor Stromberg called the meeting to order at 5:33 PM.

Councilor Slattery, Councilor Morris, Councilor Darrow, Councilor Seffinger, and Councilor Rosenthal were present. Councilor Lemhouse was absent.

I. Public Input (15 minutes, maximum)

None.

II. Look Ahead review

Interim City Administrator gave an overview of the Look Ahead.

He explained that a Will Dodge Way and Strategic Planning discussion will be on an upcoming agenda soon.

III. Continued discussion of City Administrator recruitment

Human Resources Director, Tina Gray gave a Staff report. She explained the City has received proposals from 5 recruitment firms.

She explained that once the Firm is on board Ashland will do onsite visits to build a profile for City Administrator. Once the profile is complete there will be a brochure. Staff suggests using Springsted Waters for the City Administrator recruitment.

Council discussed:

- Recruitment timeline.
- Creating a sub-committee.
- Interview panels.
- Recruitment cost.
- Using a firm verses in-house.

Councilor Rosenthal thanked Human Resources. He questioned why hire a firm instead of in-house recruitment. Ms. Gray answered that the outreach piece is the issue and that an outsourced recruiter could deal with this better than in-house.

#### **IV. Discussion of Communications and Civic Engagement Manager recruitment**

Ms. Gray spoke that 26 applications were received.

Council discussed:

- The job description.
- The importance of communication/public outreach.
- Selection process.
- Probationary period for the position.

The Study Session was adjourned at 6:50 PM

#### **V. Executive Session for real property transaction, pursuant to ORS 190.660(2)(e).**

Council went into Executive Session at 6:55 PM

Interim Assistant to City Administrator, Adam Hanks, Parks & Recreation Director, Michael Black, Public Works Director, Paula Brown, Community Development Director, Bill Molnar, Director of Administrative Services, Mark Welch and Mail Tribune Reporter, Tran Nguyen were present.

The Executive Session was adjourned at 8:10 PM

Respectfully submitted by:

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City Recorder, Melissa Huhtala

Attest:

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Mayor Stromberg

Immediately following the study session Council will hold an executive session for real property transaction, pursuant to **ORS 190.660(2)(e)**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).*