



# City of Oregon City

625 Center Street  
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## Meeting Minutes - Final

### City Commission

*Dan Holladay, Mayor*  
*Carol Pauli, Commission President*  
*Brian Shaw, Rocky Smith, Jr., Renate Mengelberg*

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Tuesday, November 3, 2015

5:30 PM

Commission Chambers

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### SPECIAL WORK SESSION

#### 1. Convene Special Work Session

*Mayor Holladay called the meeting to order at 5:30 PM.*

**Present:** 5 - Commissioner Brian Shaw, Commissioner Rocky Smith, Commissioner Carol Pauli, Mayor Dan Holladay and Commissioner Renate Mengelberg  
**Staffers:** 3 - Community Development Director Tony Konkol, Assistant City Recorder Jaime Reed and Human Resources Director Jim Loeffler

#### 2. Roll Call

#### 3. General Business

##### 3a. City Manager Recruitment Process

*Jim Loeffler, Human Resources Director, reviewed what was done in 2010 for the City Manager recruitment. He asked if the Commission wanted staff to do the recruitment or a search firm. He also asked for direction on the screening process and he recommended hiring someone to do the background checks. The Commission would also need to determine the salary range and agree on the job description.*

*Tony Konkol, Community Development Director, said the Chamber appreciated being part of the 2010 process.*

*The Commission discussed the draft standards, criteria, and policy directives. The Commission did not want to require the City Manager to live inside the City limits.*

*Commissioner Mengelberg wanted to make sure the criteria included creative problem solving, good negotiation skills, and good at forging collaborative relationships.*

*There was consensus to add the recruitment process to the City Commission meeting agenda on November 4. They wanted to make sure to leave it open for senior managers to apply. The Commission agreed to add experience in economic development and large scale public and private development project management to the criteria. There was consensus to have City staff do the recruitment. The budget for the interview process would be \$10,000-15,000. Staff would do the first screening, but could provide the Commission an opportunity to look at the applications if they wanted. Staff would narrow it down to ten candidates and the*

*Commission would pick three candidates to do a high level background check on before the interviews.*

*There was discussion regarding the interview process, how many public meet and greets to have, and whether or not to hold stakeholder interviews. The consensus was to have senior staff and mid-level staff interview the candidates as well as hold one general public and one business and community stakeholders meeting with the format yet to be determined.*

*Regarding salary, there was consensus for a range between \$140,000 and \$165,000. There was a preference for local candidates coming from Oregon and Washington.*

*Mr. Loeffler said for the job announcement he would like some key opportunities and challenges to include. Commissioner Pauli thought the Commission could look at what was done last time and make edits to that. There was consensus to send any edits to staff by the end of the week.*

*There was discussion regarding the benefits and vacation offered. Mayor Holladay wanted to discuss the vacation accrual for the City Manager and senior staff at another time.*

**3b. Executive Team Evaluation Process**

*Mayor Holladay stated the Executive Team was due to be evaluated soon. The City's labor attorney recommended the senior staff do self-evaluations and turn them into Mr. Loeffler who would evaluate them and bring a recommendation to the Commission as far as raises. Mr. Loeffler would do a self-evaluation and give it to the City Commission who would then conduct his evaluation.*

**4. City Manager**

*Mr. Konkol discussed the upcoming biennium budget update and review of the Commission goals in January. He would be applying for the City Manager position and to avoid any conflict of interest, he would not be able to assist the Commission in the recruitment process.*

**5. Adjournment**

*Mayor Holladay adjourned the meeting at 7:00 PM.*

*Respectfully submitted,*

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*Kattie Riggs, City Recorder*