

## **BOARDMAN CITY COUNCIL- SPECIAL MEETING – SEPTEMBER 14, 2022**

Mayor Keefer called the meeting to order at 6:04pm. Roll call was taken:

Councilors present: Isaac Williams, Heather Baumgartner, Brenda Profitt, Cristina Cuevas, Leslie Pierson, Paul Keefer (all in person), Roy Drago, Jr. (via Zoom)

Staff: Karen Pettigrew-City Manager, Jackie McCauley-Acting Recorder, Marta Barajas-Finance Director, Rick Stokoe-Chief of Police/Assistant City Manager (all in person), and Carla McLane-Planning Director (via Zoom)

Audience: Kathy Street and Lisa Constantine (both in person), Toni Rae, Jose, Torrie Griggs, Lisa Pratt, Wendi Brown-WBCP, JJ Peters-SGR, Mark McDaniel-SGR, and Cheryl, (all via Zoom)

### **PREARRANGED PRESENTATIONS**

The City Manager Hiring Committee has invited two recruitment agencies to give presentations to the city council for the council to decide which firm to hire for recruiting a new city manager.

#### Strategic Government Resources (SGR)

JJ Peters and Vice President Mark McDaniel introduced themselves and screen shared a power point presentation regarding their company:

- Incorporated in Texas in 2002.
- Headquartered in Dallas Fort Worth, TX, with virtual offices in nine other states.
- Has over 700 local government clients in 47 states.
- Full-Service Firm from recruitment, interim placements, training, leadership development, strategic visioning, employee coaching and other consulting services.
- Timeline for recruiting a city manager – 15 weeks.

Mayor Keefer asked the number one reason why the city should choose SGR to which Ms. Peters replied she's worked for three different firms, and what sets SGR apart is the level of services and availability. Mr. McDaniel said no other firm has the reach that SGR does. They have a lot of relationships.

Councilor Cuevas asked about the two on-site visits SGR would make to Boardman. When do they happen? Mr. McDaniel said at the beginning for the initial profile and at the end to orchestrate the interview, however they can come a third time, for travel expenses, if requested, when there is a pool of finalists to select from.

City Manager Pettigrew asked about how they figure the 2.5 days on-site. Ms. Peters said that each of the two visits would be about 2.5 days.

#### Wendi Brown Creative Partners (WBCP)

Wendi Brown introduced herself and screen shared a power point presentation regarding her company:

- Established in 2004 and headquartered in southern Oregon.
- Has clients in six states, mostly in California where she began her company.
- They have an applicant tracking system shared with the city council.
- Provide full scope services from community stakeholder engagements, to identifying deal candidates, to scheduling.

Mayor Keefer asked the number one reason why the city should choose WBCP to which Ms. Brown replied, she and all of her company care about the client's experience.

City Manager Pettigrew asked about a timeline for finding a city manager. Ms. Brown said 12-16 weeks.

Mayor Keefer thanked both recruitment agencies for their presentations. He asked the council to deliberate as to which agency the council would like to choose, or if neither would work. He asked about the timeline for hiring the new city manager. Councilor Profitt said SGR would be 15 weeks and she had asked about the possibility of speeding it up. Mayor Keefer asked the councilors for their choice and why.

Councilor Profitt said SGR. They are currently working in our neighborhood with the City of Richland and Walla Walla. Their services are spread evenly across the US. WBCP is in California mostly.

Councilor Williams said SGR because of their experience and who they have represented.

Councilor Pierson said based upon weeks of review, their presentation and the depth of experience, SGR. They are working locally and currently recruiting for the League of Oregon Cities Executive Director. This solidifies their credibility and depth of experience.

Mayor Keefer asked Finance Director Barajas if the city has budgeted for hiring a recruitment firm. Finance Director Barajas said yes, the city anticipated needing to hire a new city manager and has money set aside, however she does not know the exact number, but thinks its \$25,000 to \$50,000. She will need to check the exact figure.

Councilor Baumgartner said SGR because they would actually have boots on the ground. She did not see where WBCP would come to Boardman, in their presentation.

City Manager Pettigrew was concerned that WBCP's proposal was not in the council packet and the two new councilors may not have seen it. Mayor Keefer asked Councilors Baumgartner and Cuevas if they were prepared to make a decision tonight. They both answered yes.

Councilor Profitt made a motion to hire SGR as the hiring firm for the city manager position. Councilor Pierson seconded the motion. A roll call vote was taken: Williams-yes, Baumgartner-yes, Profitt-yes, Drago-yes, Cuevas-yes, Pierson-yes, Keefer-yes. The motion passed 7-0.

Councilor Profitt asked what the next step would be. Mayor Keefer asked who the council wanted to work with SGR. Councilor Profitt felt it should be the committee and City Manager Pettigrew. Councilor Pierson asked SGR their thoughts. Mr. McDaniel said they usually work with human resources, but have worked with committees or the entire council. He said they prefer however to have one person as the point of contact.

Mayor Keefer asked who the council wanted to be the point of contact with SGR. Does the committee need to continue? Mr. McDaniel said the committee is helpful in working on items such as the brochure, selecting the interview questions, and deciding what the interviews will look like.

Councilor Drago said he would like the committee to continue and have the city manager be the point of contact.

Councilor Cuevas said she agreed with the city manager as the point of contact, but did not agree with continuing with the committee because she wants all of the councilors to have a say. She did not want the committee to spend a lot of time and make recommendations to the council for the council not to agree.

Councilor Pierson said the committee was tasked with doing the work and coming to council with their recommendations. She said now that SGR will be handling the recruitment the city should let them do their job. She is concerned however about the city manager being the point of contact. A city manager cannot hire a city manager. She does not want to put anybody at risk of being accused of not following the rules. If the city manager is the point of contact, she suggests the committee be carbon copied (cc'd) on all correspondence with SGR.

Councilor Baumgartner said transparency is a concern. She agrees with the city manager as the point of contact with the committee cc'd on all correspondence.

After additional discussion the council came to a consensus for the point of contact with SGR to be the city manager and for her to cc the hiring committee on all correspondence. City Manager Pettigrew wanted all of the councilors to read their emails daily as she will be sharing a lot of information regularly.

## **ACTION ITEMS**

### Job Description for City Manager

Mayor Keefer questioned the section in the job description regarding qualifications. It is not clear when it asks for five years of administrative experience. This could mean a manager at a factory. Should this be made clearer? Councilor Profitt said the elements needed for the position are addressed elsewhere in the job description, with some items being specific to government work.

Mayor Keefer said he did not see where the requirement for the city manager to live within the city limits is addressed. It was discussed the requirement would be in the job offer, or placed somewhere else.

Councilor Cuevas noted the benefits do not list relocation costs. Councilor Baumgartner said there should be a timeframe in which the new city manager has to relocate here, perhaps SGR could help with that information. Councilor Drago said it should be listed on the notification for hiring. Police Chief/Assistant City Manager Stokoe said this information should be in the job offer. Councilor Profitt said SGR will let people who apply know this requirement.

Police Chief/Assistant City Manager Stokoe pointed out the language in the job description needs cleaned up. Portions of the job description refer to the "ideal candidate" when it should just be the "city manager". Finance Director Barajas said the city uses a job description template provided by the city's insurer, CIS. This job description could be put into that format. It makes it real clear what the job description is.

There was consensus for the committee to work with the city manager to clean up the job description, put it in the city's template and present it at the next city council meeting. The draft job description would be given to SGR to begin the process of putting together the recruitment brochure.

Councilor Williams asked that the public have input at the next city council meeting on the hiring of the new city manager. Mayor Keefer said they would be able to do that.

### Salary Range

Councilor Williams said City Manager Pettigrew has passed on several raises and currently makes \$100,000 a year. The committee recommends \$135,000 to \$165,000 per year. Councilor Baumgartner asked what research was done to come up with this figure. Councilor Profitt said the committee researched other communities, approximate to Boardman's population, hiring city managers at this time.

Councilor Pierson said she wanted to see more people from the public involved on this, and then to hear from SGR.

Mayor Keefer asked Finance Director Barajas what the city has budgeted for the city manager's salary. Finance Director Barajas said the city has budgeted \$150,000, however if the salary came in higher, the city could do a supplemental budget.

Councilor Cuevas said she'd like to hear from SGR before the council votes on salary.

Councilor Drago asked if consideration was given to Boardman being one of the most fast-growing cities in the state. Councilor Pierson said yes, the committee did. Councilor Drago agrees with the higher salary for the new city manager.

Mayor Keefer said salary and benefits will be tabled until the October meeting, giving time to work with SGR and the finance director on this.

City Manager Pettigrew said when considering salary, councilors should think about in the future the need for an assistant city manager. Also, there should be a discussion about a city vehicle and a stipend for the new city manager. She has none of those things.

Councilor Profitt said salary and benefits need to be done in a public meeting. She would like the committee and the city manager to work with the finance director to put together a package for the council to review.

#### Timeline

The timeline will be SGR-directed. City Manager Pettigrew said 15 weeks takes the timeline right to the end of the year. The council may need more meetings than once a month.

Finance Director Barajas suggested, in the interest of time, a person be designated to sign the contract with SGR. The council may make a motion or it could hold up the process. The mayor said he would like to sign the contract.

Councilor Williams made a motion for Mayor Keefer to sign the contract with SGR. Councilor Pierson seconded the motion. The motion passed 7-0.

#### Plan for Contingencies

Councilor Profitt asked what would happen when December 31<sup>st</sup> comes and there's no new city manager? Mayor Keefer said the League of Oregon Cities has a interim hiring service and he knows the city policy says the police chief fills in if the city manager is unable to perform their duties.

City Manager Pettigrew said she doesn't want to leave if there's no one to do the job.

Councilor Profitt suggested the League of Oregon Cities interim hiring service. City Manager Pettigrew said it is really dysfunctional to go that route.

Councilor Baumgartner asked about having a plan in place for training the new city manager. City Manager Pettigrew said she wouldn't leave the city in the lurch. She would be available, possibly as a contractor to train the new city manager if she was not elected to city council. She said she's not leaving town or moving.

### **PUBLIC COMMENT**

#### Kathy Street

Ms. Street asked if the city has a human resource officer, because that was a suggestion SGR had for point of contact. She also said after reading the city charter, it does require the city manager to live within the city limits. She does not agree with the city manager being the point of contact with SGR as it puts the city manager in a tight spot.

### **OTHER BUSINESS**

#### Intergovernmental Agreement with Managing Oregon Resources Efficiently (MORE)

Councilor Baumgartner made a motion to approve the intergovernmental agreement with MORE, Managing Oregon Resources Efficiently, and direct the City Manager to execute the agreement on behalf of the City of Boardman. Councilor Williams seconded the motion. A roll call vote was taken: Williams-yes, Baumgartner-yes, Profitt-yes, Drago-yes, Cuevas-yes, Pierson-yes, Keefer-yes. The motion passed 7-0.

#### Signer for Escrow Retainage Accounts

Finance Director Barajas said in July the council authorized City Manager Pettigrew, Mayor Keefer and Councilor Beagle as signers on the interest-bearing escrow accounts. Councilor Beagle has resigned so

another councilor needs to be authorized to be a signer on these accounts. The accounts have not been open. Councilor Williams made a motion that the signers for the interest-bearing escrow accounts for R & G Excavating, Inc., Premier Excavation, Inc. and Layne Christensen Company, as previously authorized on July 12, 2022, be City Manager Karen Pettigrew, Mayor Paul E. Keefer, and Councilor Isaac Williams. The motion was seconded by Councilor Profit. The motion passed 7-0.

Mayor Keefer said he wanted to go on records and say he appreciates all of the work the City Manager Hiring Committee did and all of their time and effort. He looks forward to hearing more from them.

**The meeting was adjourned at 8:11pm.**

  
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Paul Keefer – Mayor  
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Jackie McCauley – Acting Recorder