



MINUTES
KEIZER CITY COUNCIL
SPECIAL SESSION
Monday, August 23, 2021
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the work session to order at 7:25. Attendance was taken as follows:

Present:

Cathy Clark, Mayor
Laura Reid, Councilor
Elizabeth Smith, Councilor
Dan Kohler, Councilor
Roland Herrera, Councilor
Kyle Juran, Councilor
Ross Day, Councilor

Other:

Wes Hare, Interim City Manager
Shannon Johnson, City Attorney
Tim Wood, Finance Director
Machell DePina, Human Resources
Shane Witham, Planning Director
Tracy Davis, City Recorder

DISCUSSION
a. Executive Recruitment Process

Mayor Clark explained that this meeting was being held because she and Councilors Day and Kohler felt it was not in the best interest to wait for three weeks to re-address the issue of hiring a recruitment company.

City Attorney Shannon Johnson clarified the purpose of a business being registered in the state. Mayor Clark added that Prothman Company has now registered with the state of Oregon.

Interim City Manager, Wes Hare, recommended that the Request for Proposals be redone so that everyone on Council can feel involved in the process but that the criteria should not include registration because it would severely limit the pool of companies from which to choose. He added that it is important to use an experienced firm because they have a pool of qualified candidates. Mayor Clark shared details on why an experienced recruitment company is important.

Following discussion, Councilors agreed that they were satisfied that the company of choice be registered to do business in the State of Oregon before a contract is signed.

Discussion took place regarding the scoring process, the size of the evaluation group, Council involvement during the process and with the executive recruiter immediately after a contract is signed, past experience with Prothman, the timeline, the request for proposals process, time commitment, references and background checks.

Councilor Smith moved that the Keizer City Council direct staff to begin a new RFP process for an executive search firm. Councilor Day seconded.

Councilor Reid voiced concern that by disrespecting staff and questioning every detail of the process Council is discouraging candidates. She questioned what City Manager would want to come to work for such a dysfunctional city.

Motion failed as follows:

- AYES: Smith, Day and Juran (3)
- NAYS: Clark, Herrera, Kohler and Reid (4)
- ABSTENTIONS: None (0)
- ABSENT: None (0)

Councilor Day moved that the Keizer City Council direct staff to conduct reference checks for The Prothman Company and prepare a resolution authorizing the City Manager to sign a contract with The Prothman Company. Councilor Reid seconded.

Councilor Kohler reiterated the desire that Council be included with each stage of the recruitment.

Motion passed unanimously as follows:

- AYES: Clark, Reid, Herrera, Smith, Kohler, Day and Juran (7)
- NAYS: None (0)
- ABSTENTIONS: None (0)
- ABSENT: None (0)

ADJOURN Mayor Clark adjourned the special session at 8:42 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Ross Day

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: 09-07-21