



**MINUTES
KEIZER CITY COUNCIL
SPECIAL SESSION
Monday, September 27, 2021
Keizer, Oregon**

**CALL TO
ORDER**

Mayor Clark called the work session to order at 6:00 pm. Attendance was taken as follows:

Present:

Cathy Clark, Mayor
Laura Reid, Councilor (6:02)
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
Bill Lawyer, Public Works Director
Tim Wood, Finance Director
Shane Witham, Planning Director
Tracy Davis, City Recorder

DISCUSSION

**a. City
Manager
Recruitment**

Gary Milliman, Prothman Executive Recruiting, introduced himself and provided details regarding his qualifications, duties with Prothman and the application review process. He explained that negotiation of the employment agreement is not part of the role of Prothman but the company offers a guarantee that, if the candidate chosen is not retained for more than one year, they will undertake the process again at no cost to the City other than advertising costs.

Mr. Milliman then fielded questions and discussion took place regarding levels of interviews, 'ideal candidate profile' criteria, the importance of making individual contact with each Council member and their recommended stakeholders for input, efforts made to reach out to minorities, pros and cons on holding an 'open house' with candidates, additions to the community profile, community challenges and opportunities, desired city manager qualities, and starting over if there are no acceptable candidates.

Mayor Clark reminded Councilors to be ready for one-on-one conversation with Mr. Milliman in order to provide their input to the Candidate and Community Profiles and recommendations for community stakeholders.

ADJOURN

Mayor Clark adjourned the work session at 7:22 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: _____ 10-18-21