

TUESDAY, APRIL 7, 2022

CITY HALL COUNCIL CHAMBERS

CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON

CALL TO ORDER The Special Council meeting was called to order by Mayor Wayne Stuart at 11:00 a.m.

PLEDGE OF ALLEGIANCE Mayor Wayne Stuart led the Council and audience in the Pledge of Allegiance

QUORUM **COUNCIL MEMBERS PRESENT:**
Mayor Wayne Stuart
City Councilor Jack Bird
City Councilor Pam VanArsdale
City Councilor Rick Kempa
City Councilor Barb Hilty
City Councilor Sherrie Moss
City Councilor Barb Gregory

ALSO PRESENT:
Mark Reagles, City Administrator
Carol Weir, City Recorder
Jim Williams, Police Chief

A quorum was present and due notice had been published.

NEW BUSINESS:

AGENDA ITEM 1 **Appointment:** Appoint Sherrie Moss to position No. 5 on City Councilor.

MOVED (VANARSDALE), SECONDED (HILTY) AND CARRIED TO APPOINT SHERRIE MOSS TO POSITION NO. 5 ON THE CITY COUNCIL.

AGENDA ITEM 2 **Oath of Office:** Administer the Oath of Office to City Councilor Sherrie Moss.

City Recorder Carol Weir administered the Oath of Office to City Councilor Sherrie Moss.

AGENDA ITEM 3 **Appointment:** The Mayor to recommend Sherrie Moss to the Sign Review Board.

MOVED (HILTY), SECONDED (KEMPA) AND CARRIED TO APPOINT SHERRIE MOSS TO THE SIGN REVIEW BOARD.

AGENDA ITEM 4 **Appointment:** The Mayor to recommend Sharie Davis to the Sign Review Board.

MOVED (HILTY), SECONDED (VANARSDALE) AND CARRIED TO APPOINT

SHARIE DAVIS TO THE SIGN REVIEW BOARD.

AGENDA ITEM 5 Services: Discuss hiring WBCP, Inc. for job recruitment.

Andie Hudson, Senior Executive Recruiter with WBCP, Inc. said that they had been in the business of staffing for the public sector for eighteen-years specializing in going above and beyond of filling a position with the proper fit factor because they understand how important it is being able to provide for the City and community.

City Administrator Mark Reagles commented that the City Council had sat in on a couple of meetings with WBCP and the owner Wendy Brown discussing the option of contracting with WBCP, Inc. and they were here to discuss their process and to get some information about the City and the position. He also commented that he would like to set a date to meet with WBCP to go over the process of the job announcement.

City Councilor Pam VanArsdale said that she was impressed with Wendy Brown's work in California and Oregon recruiting process and felt she would do a great job for the City.

MOVED (VANARSDALE), SECONDED (HILTY) AND CARRIED TO AUTHORIZE THE MAYOR TO SIGN AN AGREEMENT WITH WBCP, INC. TO RECRUIT FOR THE POSITION OF CITY ADMINISTRATOR.

Andie Hudson told the City Council they would be looking for personality traits, interpersonal as well as technical skills, the scope of the job, a job descriptions showing what the day to day would be for the City Administrator. They would be looking for a pay range. Primarily it would be a discussion to hear all the Councilors factors for the position and what they wanted to see moving forward, any upcoming challenges the person would be taking on, and any projects that the person would be doing in the future.

City Councilor Barb Hilty asked if they included items like a car or phone allowance.

Andie Hudson said it would definitely be thrown into the mix for the recruitment allowing them to answer questions of the applicants. It was a great incentive to have those items during the recruitment process.

City Councilor Pam VanArsdale asked if they would be giving them some ideas to consider from other recruitments they had done throughout the state as they move forward.

Andie Hudson said she had some reports to give them to review regarding medium to average wages for the surrounding cities. There was also a cost of living rates for the general rate inflation which was currently at 8%. She said they were just

suggestions but it was what they were seeing across the board to help them to decide what they were comfortable with providing for salary. She said there were particular requests that stand out to them when going through the process and if they felt they were a great fit, they would bring it to the table for them to consider and what the differences was of what they offer to what they were looking for in a candidate.

City Administrator Mark Reagles asked if they would be looking for the budget and future time lines.

Andie Hudson said they wanted to find the person who wanted to see them in the position as a long term employee. She said there was never too much information. They have a great creative team that makes brochures that are sent out to a list of a lot of applicants to attract them in. They put the brochure on all the job boards they have that makes that first impression of Rogue River.

City Councilor Pam VanArsdale commented that they needed to sell the beautiful town of Rogue River to compensate for the fact that maybe they can't pay as much as other places but what our City has to offer.

City Administrator Mark Reagles told the City Council to come to the next meeting with anything they wanted to see in the brochure such as what was special to them about Rogue River and the kind of things that would help WBCP develop their brochure.

Andie Hudson offered to send the Councilors a bullet list of some of the items so they could be prepared for their next meeting with WBCP.

City Councilor Jack Bird asked once they received all the information they needed to proceed forward, what was the time frame the City would be looking at once the viable candidates started coming in.

Andie Hudson said the time line could be adjusted being specific to the position ultimately finding the right person. Typically it ranged from a month to open broadcast it out and a month to receive the applicants. If they didn't see the applicants they wanted, they would keep it open longer. After the applicants apply they do a short list. They do phone screens off the resume from all the applicants and assess them for a thirty to sixty-minute long phone screening to get a feeling of their interpersonal skills, how energetic are they, how did they answer the questions, what does their education look like. From there they summarize the people they feel were the best candidates for the position. Then in about a month after that they close the recruiting process, they would create a short list that would be provided to the hiring authorities and present those people they felt were the best candidates. Then it's in the City's hands. They create a complete package for the Mayor and City Councilors and they can make a decision of whom they want to

move forward with to interview.

City Councilor Pam VanArsdale asked if they would be doing a similar process as they did in the recruitment for the City of Gold Hill forming an interview board separate from the City Council with other City Administrators.

City Administrator Mark Reagles commented that the last couple of panels he had participated in were conducted by WBCP that was their model and felt that would be how they would follow through. He felt they wouldn't have any trouble getting people to participate. He said that one of the interviews he did the employees actually participated in the interview process.

Andie Hudson said they really try to have the City Council make the decision and be included in the process. They can customize their process to any ideas they had but typically they would have a panel, send out surveys to the community and staff members asking what they think were the key indicators and fields that they would be looking for in the position. They would gather that information and summarize it for the City Council and the panel. Usually the panel would not be involved until they had a nice list of candidates.

City Councilor Pam VanArsdale said she liked the panel because the City Administrator was not only working Mayor, Council and staff but also interfaced with all the other City Managers in the valley. She said one of Mark's best traits was his ability to communicate with anybody in the valley, whether it was public works director, city managers, police chiefs. With his years of experience and the level of respect that all of those people have for him was what made everything function so well for this city. So getting feedback from all those other agencies was very important for the candidates to see how he has worked with them over the years.

Andie Hudson said that they could have a discussion about the panel members at the next meeting so they could start contacting them. Sometimes when they reach out to those people they don't know who WBCP are but once they're involved it works. They want to involve everyone in the process to make sure it's a sure fit.

City Administrator Mark Reagles asked Andie Hudson that once the Council had narrowed it down and picked their applicant if they did background checks.

Andie Hudson said they did full scope backgrounds for everyone including really in depth reference checks. All of the final candidates actually provide six references. Two direct report, two colleagues and two volunteer such as friends. They have a retired Grants Pass Police Chief who performs the background checks for them who cross referenced everything to make sure the information matched what information they provided. They also do full scope credit check, education verification, criminal and civil, local and state level checks making sure they are getting the right and safe candidate.

Mayor Wayne Stuart asked if they would be advertising outside of the State of Oregon for the position.

Andie Hudson said she felt they would get the best fit if they did advertise outside the State of Oregon. She said it was up to what the City wanted but she had recently interviewed someone for the position from California who seemed to be a great candidate but felt they would get the best resources and the best applicant pool if they cast their net out past Oregon.

City Councilor Pam VanArsdale commented that she would like to stay local but was very limiting and would hate to miss out on a truly wonderful candidate just because they were from out of state. She asked if they would go out nationally or just the west coast.

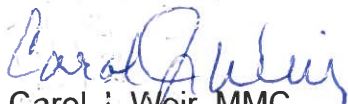
Andie Hudson said they usually would just do the west coast but who was to say they didn't find someone from Texas. With the way they advertise the opening they cast out a nation wide but it was up to the candidate if they're willing to relocate across the states. She felt a lot of people would be willing to leave the city buzz and come to beautiful Rogue River and enjoy all it has to offer but it really depended on the fit factor at the end of the day.

City Administrator Mark Reagles thanked Andie for coming to talk to the Mayor and City Council and said if anyone had questions to let him know and he would get them together before the April 14, 2022 workshop at 10:00 a.m.

ADJOURN

There being no further business to come before the City Council and upon motion duly made (VANARSDALE), seconded (MOSS) and carried, the meeting adjourned at 11:33 a.m.

ATTEST:


Carol J. Weir, MMC
City Recorder