



**MONDAY, MARCH 11, 2024, 6:30PM
SPECIAL CITY COUNCIL MEETING
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at:
www.youtube.com/watch?v=tvEztcO89Ls&t=246s

Call to Order

Mayor Backus called the March 11, 2024 Special City Council meeting to order at 6:30 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Susan M. Reeves	City Recorder
Marisa Jacobs	Councilor		

Remote: Councilor Andrew Lafrenz (left at 6:59pm); Councilor Kim Holmes; Councilor Jeannet Santiago (joined at 6:32pm); Assistant to City Manager Isaac Butman; and an unknown caller.

Approval of the Agenda

Council President Miller moved, and Councilor Jacobs seconded the motion that Council approve the Agenda. Motion passed (5-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comment

There were no public comments.

Review and Selection of City Manager Search Firm

Interim City Manager Larry Lehman went over the proposals from the city manager search firms. He explained the City received proposals from six firms. He stated by and large all these companies can do the job. He explained his recommendation is for the City to go with GMP.

Councilor Jacobs talked about the one thing that Baker Tilly offers, and she thought was of interest and also a value to us in this process is the fact that they do a DISC assessment. She asked if it is possible for GMP to do a DISC assessment as well on the candidates. She explained the DISC assessment helps us to have a visual understanding of what their competencies are. She explained this could be a good tool in helping them in evaluating applicants and understanding the personalities and desired working environment for those that they lead.

Council President Miller wondered if this could be something the GMP could offer.

Interim City Manager Larry Lehman replied if Council approves going with GMP he can talk to them and let them know that the Disc assessment is something Council likes and would like to see take place. He explained which ever firm Council goes with his hope is to set up a meeting between them and Council almost immediately.

Mayor Backus talked about the being at the ATM on April 6, 2024, if possible.

Councilor Jacobs explained she thinks it is appropriate for Council to try to determine exactly what level of inclusion they are looking for from the community in this process given the fact that we know we have a very much end date for Interim City Manager Larry Lehman and she thinks we need to be mindful of our timeline. She explained when she reviewed the proposed timelines where we can cut a week off, which is basically in the first two cycles we should. She explained if we need to add special meetings or work sessions to expedite this process it's in our benefit to do so. She asked who is going to be leading this recruitment effort?

Interim City Manager Larry Lehman replied it will be mostly him. He will have Assistant to City Manager Isaac Butman doing some work, but he plans on being the head person on this. He explained he is going to make this a very high priority.

There was a discussion on the possibility of having to look at another interim depending on where they are in the process.

Council President Miller explained City Recorder Susan Reeves is our City Council secretary and asked is she going to be kept in the loop on this because she is our point of contact for Council. He asked Interim City Manager Larry Lehman what is the feeling about this? He explained we are just looking for continuity here, he thinks that's what Councilor Jacobs was getting at.

Councilor Jacobs replied yes.

Interim City Manager Larry Lehman explained in the office it is really nice because he thinks he and Susan are a good pair and he is always discussing things with her and so forth. He explained she will be up to speed on what's happening.

Councilor Miller talked about the background check process that Public Safety Testing does. They are a company based in Washington that handles a lot of the preemployment process from start to finish for public safety positions, but they also do backgrounds for city managers and administrators for a lot of the cities and county agencies in Washington and they are extremely thorough. He is not sure of the cost, but he would propose that Council consider this because there is a lot of value in investing in a company that is known to be really thorough and really good with background investigations.

Councilor Jacobs is concerned with GMP listing that they brought Michael Sykes to the City. They did run him through the process, but they actually didn't source him and didn't recruit him.

There was a discussion on needing to discuss the interview process.

Councilor Jacobs moved, and Council President Miller seconded the motion that Council select GMP for recruitment services for the search of our next city manager, and to also have Interim City Manager Larry Lehman inquire about behavioral based testing that GMP may be able to offer if any, as well as getting an understanding of what a more detailed background check could look like. Motion passed (5-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; Councilor Santiago, aye; and Councilor Jacobs, aye.

Interim City Manager Larry Lehman explained we looked at the agenda for next week and if we can, we may try and have GMP attend the next Council meeting.

Mayor Backus explained the City Council will need to review the city manager job description. He explained regarding GMP attending the next Council meeting, worse case they could join virtually.


Adjournment

Mayor Backus adjourned the Special City Council meeting at 7:09pm.



Mayor Joseph A. Backus

Attest:



City Recorder Susan M. Reeves, MMC