



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically.

March 25, 2021

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:02 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Councilors Doug Scott, Renee Brouse, Kim Young, Sean Garland, and Russell Griffin. Council President Tim Rosener was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Services Director Kristen Switzer, Police Chief Jeff Groth, Public Works Director Craig Sheldon, Community Development Director Julia Hajduk, Finance Director David Bodway, Systems Administrator Mark Swanson, and City Recorder Sylvia Murphy.

4. TOPICS

A. City Manager Transition and Hiring Process

Mayor Mays stated the City Attorney will be working on a resolution to bring back to the Council that would elevate Community Services Director Kristen Switzer on an interim basis to Interim Assistant City Manager or similar title, until City Manager Gall's last day with the City and then to Interim City Manager until the position is filled.

Council members asked Kristen how she felt about the position. Kristen stated she is grateful and appreciate of the vote of confidence and is excited to be in the position and is looking forward to being part of the hiring process for a new City Manager.

Mayor Mays stated the Council has a few options in finding a new City Manager, having an internal process, contracting with a firm or a hybrid. Discussion followed and the Council members supported the option to select a firm with Council involvement and the involvement of the City's Senior Leadership team. Comments were received to keep the Council continually informed throughout the firm's selection process. Comments were received regarding examples of hiring processes, conducting two or more interview cycles, involvement of another City Manager and how to involve the community. Mayor Mays stated that City Manager Gall and City Attorney Soper can reach out to various firms and the organization that was previously affiliated with the League of Oregon Cities. City Manager Gall confirmed. Mayor Mays asked for Council 's availability the following week to hold another meeting. Council asked for the City

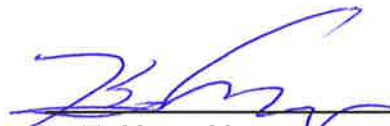
Manager's job description and City Manager Gall said he would provide it to the Council. Mayor Mays added any firm that is selected would be weighing in on the job description. Councilor Brouse indicated that Thursday she had a work conflict and Mayor Mays stated the Council would focus on Tuesday or Wednesday, or a 5:30 pm meeting on Thursday. Councilor Garland asked about the process for appointing Kristen. City Attorney Soper replied that there would be a single resolution that addresses both, Assistant City Manager and Interim City Manager and stated that the City Charter references a Manager Pro-Tem. He stated we will need to have Council authorization for the Assistant City Manager as it is not a budgeted position. Council comments were received that the resolution would come before the Council the following week at a special meeting.

5. ADJOURNED

Mayor Mays adjourned at 6:21 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor