

**TOPIC OF DISCUSSION: HIRING PROCEDURES**

Mayor David Futcher called the meeting to order.

Councilmembers in attendance were: Futcher, Archer, Roberson, Schimmel, Lefebvre, and McDaniel.

Staff Members present were: City Manager Denny Richards, Public Works Director David Sypher, Finance Director/City Clerk Brian Butterfield, Chief of Police Andrew Hamilton, Library Manager Cindy Donaldson, Executive Assistant Shelly Timm, and Payroll Specialist Patty Murray.

• **Hiring Procedures for Administrative Positions**

Mayor Futcher opened the discussion with options in finding/hiring administrative positions. Options presented were:

1. Hiring a Headhunting Firm
2. Conducting a search with the resources available to the City and City staff for recruitment without the use of an outside firm

Discussion followed. It was determined by the Council that the City will be conducting a search without the use of an outside firm to replace upcoming administrative positions.

At that time, City Manager Richards stated that he is possibly leaving the City of Kelso to take a job with the City of Gig Harbor as City Administrator, approximately the end of March, 2012. He further commented that no contract had been signed with the City of Gig Harbor at the time of this workshop.

Council members stated their preference was to use an internal candidate as the interim manager should the city manager hiring process be incomplete upon Manager Richards's departure. Mayor Futcher asked the manager to obtain a list of those willing to be candidates for the interim position. Council will consider those candidates at the March 6, 2012 meeting.

Mayor Futcher adjourned the special workshop meeting at 6:47 p.m.

  
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**MAYOR**

  
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**CITY CLERK**