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MINUTES CITY COUNCIL WORK SESSION

FRIDAY, JULY 11, 2025, 10:00 AM

1. CALL REGULAR MEETING TO ORDER

Mayor Dustan Hall called the work session to order at 10 a.m.

2. ROLL CALL

Present: Mayor Dustan Hall (zoom); Councilors Jan Stinchfield, Dawn Parm, Michael Durfey and Jeremy Kirby; Staff - City Administrator Kathryn Greiner.

Absent: Councilors Tom Fatland and Hanna Bass.

3. DISCUSS CITY ADMINISTRATOR RECRUITMENT

Jennifer Stapleton of JLS Worldwide, Inc. is a contractor with Local Government Personnel Services (LGPS) introduced herself as the staff member assigned to assist Condon with finding the next city administrator. She stated that she has years of experience in recruitment for this type of position and that she is looking to make this a smooth process for the council.

Stapleton reviewed the timeline of the recruitment process, indicating that the goal was to have the position filled by mid-November and to train with the current city administrator in December. She looked at the position description and asked if the council would mind if she "freshened it up" and made it less task-oriented, plus would send out a Position Analysis Questionnaire (PAQ) for CA Greiner to review. The PAQ is a summary of the tasks that are required and a timeline of when those tasks will need to be completed.

It was determined that the point of contact would be emails to CA Greiner and Mayor Hall and the Finance Committee would be the initial review of applications, but indicated the full council would be involved in the process.

The committee discussed where the position would be advertised and the budget for advertisements. Stapleton will do some research and get that information back to the council. Stapleton inquired about the community that included housing, activities and amenities.

CA Greiner stated that she had a contract with the city that had not been changed since she started in 2004 and would send it to Stapleton. Councilor Kirby asked if there was a probationary period and asked for information about after the hire.

3.1. Draft Timeline for City Administrator Recruitment

3.2. City Administrator Position Description

4. ADJOURN WORK SESSION MEETING

Mayor Hall adjourned the work session at 11 a.m.

Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator