

**CITY COUNCIL WORK SESSION
JANUARY 23, 2013 @ 12:55
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kallander called the Council Work Session to order at 12:55 pm on January 23, 2013 in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kallander* and Council members *Tim Joyce, James Kacsh, David Allison, Bret Bradford, EJ Cheshier, and Robert Beedle*. Council member *David Reggiani* was absent. Also present were Interim City Manager *Don Moore* and City Clerk *Susan Bourgeois*.

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments regarding agenda items - none

D. WORK SESSION TOPIC

2. City Manager recruitment / selection plan

Moore stated that he put together an outline of how to proceed with finding a new City Manager. He would like to start advertising for the position, and would therefore like the Council to see the ad that would be running to solicit the applicants. He stated that when someone applies, the City will send them a packet of information, and will begin processing upon return. As for the rest of the memorandum, *Moore* is open to the Council's input on changes or additions to the hiring process. *Kacsh* asked if the statement that the City has had two City Managers in the past ten years should be in the ad. *Moore* replied that it was a good record, and would be favorable to any serious potential applicants. *Mayor Kallander* asked for concurrence to go forward with the ad. *Beedle* questioned if the starting pay would remain at \$100,000. *Moore* stated that the figure listed would attract serious applicants. He thought the figure listed in the previous ad would not attract a serious candidate. *Joyce* stated that he would like to see a salary range as well as a statement about the benefits that would be included. He thought the salary level listed was comparable to other positions of similar magnitude in the community. *Mayor Kallander* responded that the ad stated a salary of \$100,000 plus DOE and benefits. In addition, when researching comparable salaries recently, the *Council* had agreed to raise the previous City Manager's salary above \$100,000, so he was in favor of the amount listed as a potential starting point. *Cheshier* agreed. *Mayor Kallander* asked the Council to look at the part of the packet that dealt with processing, screening, and the assessment panel. He stated that the Council would be involved at a high level. *Moore* stated that other potential community members could be involved with the process, and he needed to know when the Council would want their input. *Cheshier* inquired about the people who comprised the last selection committee. *Mayor Kallander* stated that *Moore* recommended three to five additional community members, such as the school superintendent, to be present for telephone interviews. *Bradford* stated that previously, the assessment panel reviewed the applicants, and then presented the Council with the top three. *Mayor Kallander* then recommended that the Manager and Human Resources Director should screen the applicants to those meeting the basic qualifications of the recruitment ad, and that he would like the Council to allow that happen. He also wanted input on how many people the Council thought should be on the selection committee. The *Council* discussed the process that was done while hiring the last City Manager. They stated that Human Resources narrowed down the applicants to about fifty, and then passed those on to the assessment committee. The committee then narrowed down those applicants, and passed on three to the Council to have phone interviews with. After consideration, the *Council* agreed to have an assessment panel that would be involved in the initial applicant screening. In addition, they agreed to have an assessment panel consisting of the three Council members and four community members, with the community members chosen by *Mayor Kallander*. *Mayor*

Kallander stated that he would try to pick an accurate representation of different community members to be involved on the committee. **Mayor Kallander** asked when the assessment panel would be seated. **Moore** stated that it would be at least a month to recruit people, but that it would happen on the second meeting in February. **Mayor Kallander** asked for Council volunteers for the assessment panel. **Kacsh, Cheshier, and Reggiani** were chosen.

3. Police Chief recruitment / selection plan

Moore stated that he is working on the recruitment. He also stated that **Chief Griffith** moved his departure date to the coming Friday, so **Moore** would be appointing an acting after that.

E. AUDIENCE PARTICIPATION – none

F. COUNCIL COMMENTS

Kacsh stated that he was available to help with any matters dealing with the recruitment of a new Police Chief.

G. ADJOURNMENT

M/Bradford S/Allison to adjourn.

Hearing no objection, the meeting was adjourned at 1:25 pm

Approved: April 17, 2013

Attest: *Erika Empey*
Erika Empey, Minutes Clerk

