

Mayor Ed Sisson called the meeting to order at 7:00 p.m. Also present were Councilmembers Bill Raley, Robert Jurca, Mary Cooper, and Ray Penick. A meeting notice was posted in the south window at City Hall at least twenty-four hours prior to the meeting.

Discussion with KRW Regarding Recruitment of the City Manager

Fred Rainquet with KRW presented Council with a draft add for the City Manager position.

There was discussion regarding the tenor of City Managers and if KRW provided any guarantee that they will stay.

Mr. Rainquet stated that if they leave within one year, the firm will conduct the search at no additional charge.

There was discussion regarding the requirements for the position. It was agreed to leave the wording as it is.

Mayor Sisson questioned what the realistic timeline is.

Mr. Rainquet stated traditionally it is approximately 90 days. The add will be out for 30 days then it will take about a week to organize the resumes and then start meeting with Council to discuss them. He believes they can have candidates here by August and possibly have an appointment starting in September.

Councilmember Raley questioned how much he does recruiting on the western slope. He believes there are qualified individuals in this area.

Mr. Rainquet stated that he does work on the western slope. He explained that he can put an article in the local paper if Council chooses to do so. He also explained where else he posts.

There was also discussion regarding the salary. It was decided to change the wording to read up to.

Mr. Rainquet presented a sample candidate schedule. He stated that it is Council's pleasure as to how they wish to handle the process. There are a few different options that can be discussed once the time gets closer.

Councilmember Penick stated that the department heads would like to be involved the process and provide some feedback.

Council discussed whether to have panels.

Mr. Rainquet stated that a week after the deadline for applications he will provide a binder with the top resumes. There is no magic number on what is considered the top.
Discussions regarding panels

Councilmember Penick questioned if they can put in the ad that the City requires them to be a member of ICMA.

Mr. Rainquet suggested putting that in the interview process or also as part of the contract.

There was additional discussion regarding ICMA which is currently an option that the City covers the cost of the membership.

Councilmember Penick questioned if KRW helps with the contract.

Mr. Rainquet stated that traditionally they will call the person Council decides to offer the position to and gives them a general packet of information. At that point if that individual is interest he/she will be contacted by the City Attorney and he handles it from there.

There was consensus amongst Council to move forward with the proposed process.

The meeting was adjourned at 6:03 p.m.