

**WOODLAND PARK CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
SPECIAL MEETING MINUTES
January 9, 2018 – 5:00 P.M.**

1. CALL TO ORDER: Mayor Levy called the meeting to order with the following members of Council present: Mayor Pro-tem Harvey, Ken Matthews, Noel Sawyer, John Schafer, Val Carr and Paul Saunier.

The following Staff Members were also in attendance for this meeting:

Public Works Director Ben Sheets	Commander, Jim Halloran
City Clerk Suzanne Leclercq	Police Chief Miles DeYoung
Finance Director Mike Farina	Utilities Director Kip Wiley
Deputy City Clerk Chrissy Stapleford	City Attorney, Erin Smith
Special Projects Jane Mannon	Parks and Recreation, Ryan Baade
Planning Director Sally Riley	Utilities Technician, Kelly Simpkins
Parks and Recreation Director Cindy Keating	Commander Chris Adams

2. NEW BUSINESS: Discuss hiring of a new city manager including process and general qualifications and establish or delegate job search goals (deadlines for applications, requirements for applicants, selection procedures and time frame for appointing new city manager).

Mayor Levy began the discussion with stating that everyone in the room could agree that we want the best new City Manager we can find. Mayor Levy also added that this is the biggest issue in front of Council this year and that the Council should do as much of the hiring discussion in public session.

Mayor Levy stated that the hiring process of the last few City Managers was led by a search committee composed Council/Staff/Community Members doing who presented finalists to the City Council, with the Council ultimately making the selection from among the finalists and appointing the City Manager. Mayor Levy asked his fellow Councilmembers for feedback on this approach.

Mayor Pro-tem Harvey noted that she believes there are two approaches. The first using a search committee or the second using Council as the search committee. Mayor Pro-tem asked City Attorney Smith which would expose the council/City to the least amount of liability.

City Attorney Smith stated that there was not a material difference between the two approaches from the standpoint of exposure to liability.

At this time Councilmember Carr made a motion to accept David Buttery's 120 day resignation notice.

Discussion was held by Council as to why this motion was necessary and a vote was held.

MOTION: To accept the City Manager's resignation notice of 120 days. Carr/Sawyer. 4-3 motion carried with the following Councilmembers voting no. Harvey, Levy and Matthews.

After lengthy Council discussion the following was decided by consensus of the Council:

1. Council would serve as the search Committee.
2. To commence the search process and not defer until the April election was over; and to try to get the process done prior to that, to the extent that was possible but recognizing that it might not be.
3. To delegate to Councilmember Carr the drafting of the job announcement for Council's consideration with the goal of posting it after the January 18, 2018 Council meeting.
4. That each Councilmember would take a document and be responsible for helping with that part of the hiring process so that the work is shared amongst the 7.

At this time council discussed hiring a Human Resource expert to review the applicants' criteria and application requirements. City Attorney Smith noted that she would get a list of HR Specialists to the City Clerk.

At this time Mayor Levy invited anyone who wanted to address Council to the podium for public comment.

Kellie Case commented regarding the hiring process of the new City Manager. Case stated that as the former Finance Director of the City she had been through the hiring process of two City Managers. Case wanted to encourage the Council not to leave the staff out of the process that they work the closest with the Manager of everyone.

Cam Seelye commented to let the Council know that he does professional recruiting for a living and can offer some guidance to the Council if needed.

Bob Carlsen commented to let the Council know that he felt they were off to a good start. Carlsen asked if the documents being distributed at the meeting would be available to the public. City Clerk Leclercq noted that she would put them up on the City website for all to view.

Joseph Whiteman commented that he wanted to make sure that the longstanding Councilmembers share information with the new Councilmembers and that it might be an honor for the new Councilmembers to select the City Manager.

Debbie Miller commented that she agreed with a lot that was said this evening. She also mentioned to the Council that this person would also be looking at us and judging us as to whether or not they would want to work for us. She emphasized the importance of speaking factually when speaking publicly and thanked the Council for allowing the open process of the evening's proceedings.

Council directed City Clerk Leclercq to add an Executive Session on each City Agenda in the future underneath Old Business Hiring process for City Manager as a placeholder, in case on was needed.

ADJOURNMENT: The meeting adjourned at 6:28 PM.

Recorded by:


Suzanne Leclercq, City Clerk

APPROVED THIS 1st DAY OF February, 2018


Neil Levy, Mayor