

## August 2, 2016

A special meeting of The Chapman City Council was held August 2, 2016 at the meeting room at Chapman City Hall. Mayor Jeff Blixt called the meeting to order at 5:00pm. Council members present were Howard Battishill, Luan Sparks, Tim Jury, and Jim Murrison. Lee Wolf was absent. Also in attendance were City Clerk Erin Tilton, City Attorney John Purvis and Marla Flentje with the Austin Peters Group.

### Agenda #3 Executive Session – Non-elected Personnel

Motion by Murrison, 2<sup>nd</sup> Jury to go into executive session until 6:00pm to include City Clerk Erin Tilton, City Attorney John Purvis and Marla Flentje with the Austin Peters Group. Vote: yes unanimous. Motion carried.

Executive session ended at 6:00pm. No action taken.

### Agenda #4 City Administrator Interview Process Discussion and Schedule

Flentje went through some different options regarding the interview process that can be set up when interviewing city administrator candidates. It's important to get as many angles as possible. Her recommendation is to do more than just a panel interview. Suggestions were to do a tour, an employee forum, as well as a lunch or dinner with each candidate and a spouse or signification other if they chose to do so. Realizing that everyone is busy Mayor Blixt offered to do the tours with the candidates. Council member Sparks thought it was a great idea to give the employees a chance to speak with the candidates and recommended that the council members not be present, as it can be more relaxing to the candidate and the employees can get a feel for who that person is and who they might have to work with on a daily basis. Flentje said that there is a review card that each employee can fill out afterwards for the council to review when making final hire decisions. Flentje also felt that it was acceptable to do two interviews a day and that she recommended to the council not to schedule too far out, as you tend to lose candidates if you do. Flentje will call the three candidates to let them know they are finalists and will share a schedule with Tilton that she can look at when scheduling the interviews. Flentje will also start the reference checks and the City is in charge of the formal background checks. The council said they would prefer to wait on the background check and only do one for the top pick and the offer of employment would be contingent on its findings. One final note that Mayor Blixt brought up is that the emergency preparedness director duties may end up falling on the shoulders of the city administrator and the approved job description did not list that out. Flentje recommended bringing it to the candidates attention during the interviews so they were aware of this change, no action is needed for the change. Tentative dates for the interviews are August 16 – 18, 2016.

### Agenda #5 Adjournment

Motion Sparks 2<sup>nd</sup> Jury to adjourn the meeting. Vote: yes unanimous. Motion carried.