

**June 21, 2016**

A special meeting of The Chapman City Council was held June 21, 2016 at the meeting room at Chapman City Hall. Mayor Jeff Blixt called the meeting to order at 5:30pm. Council members present were Howard Battishill, Lee Wolf, Luan Sparks, Tim Jury, and Jim Murrison. Also in attendance was City Clerk Erin Tilton.

**Agenda #3 Review and approval of City Administrator Recruitment Profile**

The council had a phone conference with Marla Flentje with the Austin Peters Group who put together a city administrator recruitment profile for the advertisement of the city administrator position that is currently vacant. The council, who had previously proofed it, found some minor changes on various facts that will be corrected in the final draft. Flentje also went through the 2015 salary survey for city administrators. The 2015 survey has 2014 information. After going through comparable cities, the council set the low end of the salary range for the position at \$65,000. There was also additional discussion on the time frame a new hire would have to get residency within the city. The council set it at six months, knowing this was longer than they had previously allowed. A preferred deadline for applications was set for July 21<sup>st</sup> and the council marked the week of August 15<sup>th</sup> for potential interviews. Flentje will send Tilton a list of places to advertise the position and after that, all applications will be sent directly to the Austin Peters Group for review.

Motion Wolf 2<sup>nd</sup> Battishill to approve the City Administrator recruitment profile with noted changes. Vote: yes unanimous. Motion carried.

**Agenda #4 Police Vacancy Discussion**

Mayor Blixt wanted to discuss the police vacancy with the council. Officer Jamie Reynolds put in his two weeks and his last day as a Chapman police officer will be June 28<sup>th</sup>. With the vacancy, Chief Halfhill wants to hire within his department and promote his part time officer, Kevin Hawes. As stated in an email to the council, and after discussion with Mayor Blixt, City Attorney John Purvis gave the recommendation to open up the position and let applications be submitted. Several council members felt that no discussion should be done without Chief Halfhill and City Attorney Purvis present, they were unable to attend the special meeting. Due to the fact that there is conflict on if the department head should be able to hire within or open it up, council member Jury and Sparks wanted to know what policies were in place when making a hire. Tilton explained that the policy manual is very vague and doesn't address a step by step process. In the past there has been no consistency on how new hires were hired. Mayor Blixt expressed his concerns that there were issues within the department and because there are issues and there is a vacancy in the city administrator position it is the duty of the mayor, along with the council, to step in and handle the situation at hand to keep things progressing forward. Jury stated again that he did not feel that the council could go over the department head without him being there to give his side of the story. Council member Murrison also stated that he would be upset if the council was telling him how and who he should have hired as his employees and doesn't want to do that to our departments either. Wolf stated that it's scary to him that we have department heads that are to be making decisions and they make decisions that could potentially create and cause conflict for the city. Sparks stated that although a decision does need to be made, over the last couple of years, the city has gotten behind in a lot of different things because the correct policies are not in place. Because those policies are not in place it needs to be addressed with the

city attorney and chief before a decision is made to hire within or open it up for applications. This is a casualty to the department and although that is a misfortune, it's something that has to be work through. No action was taken. Continue to July meeting as an executive session.

Agenda #5 Adjournment

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