

Ad Hoc City Manager Recruitment Committee
February 3, 2022, 1:30 – 2:30 p.m.
Meeting Minutes

Members in Attendance: Mayor Jeni Arndt; Councilmember Shirley Peel; Councilmember Susan Gutowsky; Teresa Roche, Chief Human Resources Officer; Carrie Daggett, City Attorney; Amy Resseguie, Melanie Clark, Executive Administrative Assistant

Additional Councilmembers in attendance: Councilmember Julie Pignataro

Staff in attendance: Kyle Stannert

Public in attendance: Kevin Jones; Emily Gallichotte; John Anderson; Julia Glanz; Casey Setash; Doug Henderson

A meeting of the City Council Ad Hoc City Manager Selection Process Committee (“Committee”) was held on Thursday, February 3, 2022, virtually through Zoom webinar.

Agenda

- **Call Meeting to Order**
- **Discussion Items:**
 - **Schedule design for onsite interviews**
- **Adjournment**

Next Meeting: TBD

The meeting started at: 1:30 p.m.

Teresa shared the proposed interview schedule.

Committee members discussed having the virtual portion of the interview process to occur during a different week than when the onsite visits occur.

Mark expressed concern stating that the longer the process goes on, more candidates will be lost for varying reasons. He shared that currently four candidates have dropped out of the process.

Mayor Arndt shared her concern for the current timeline.

The Committee suggested having the virtual panels and forums the first week in March and to keep March 24-26 for the onsite portion of the process.

Teresa shared that Council does not have to participate in any of the virtual activity and suggested having the Mayor or member of Council do the welcome. Mayor Arndt agreed to be the host.

Committee members liked the idea of the candidates having a guided tour of the City as opposed to free time.

Teresa asked if Council had a preference on pairings. They did not share any preferences for who they are paired with. Shirley stated that she thinks the progressive dinner is a great idea and they all agreed random pairings are fine. They will be paired differently for the coffees.

Teresa asked if Council would like prepared questions for the coffees. Shirley felt like the dinners and coffees are a little repetitive. Mayor would like to see a different venue for the coffees. Shirley asked if there are any concerns for privacy when having coffee in a public space. Carrie stated that she thinks Council will be able to handle that. Susan shared concerns about having a large enough space to move around.

Mark shared for the first year plan the candidates are asked to submit a written plan and a presentation. The Committee shared support for the first-year plan presentations.

Susan suggested they start Saturday, March 26 at 8:00 a.m.

Teresa asked Council's thoughts on having a debrief on Saturday. Carrie stated that the debrief will need to take place in Executive Session. Teresa suggested doing the debrief at the end so that the information is fresh.

Teresa asked if Council wants it to be a debrief of their own impressions or if they would like for her and Mark to bring in all other feedback at that time also. Teresa clarified that she and Mark would present a write up. Susan stated that she would like to see a write up of all feedback. Mayor Arndt agreed.

Amy Resseguie asked about communication plans. She asked the committee if there are any specific audiences or methods they want used or included or if they want any paid advertising to reach more people to participate in the forum. Mayor Arndt stated that she does not think we need to pay for any advertising. Shirley shared that it concerns her when we do not have a lot of turn out. Mayor Arndt shared that this is a good point, and it may reach more people. Amy stated that she could not guarantee that we would get more participation, but it is a tool to reach more people. Mayor Arndt asked what the budget would be. Amy stated that it's a big range from a couple hundred dollars for social media or up to \$1500 for newspaper articles. Shirley shared that she would like to see social media utilized. Amy shared that we could probably get a free newspaper article as the Coloradoan is very interested in this process. Susan stated that she agrees with Shirley that she too hears from people who say they were not aware.

In summary, Amy shared that she would continue to use our existing tools such as social media accounts and newsletters. She feels confident Jacy Marmaduke will be at the forum and will do an article. Mayor Arndt stated they could amplify the process through their own social media too.

Mayor Arndt stated that being very inclusive of all is important.

Shirley asked if posters could be hung in libraries, Starbucks, and other locations. Amy shared that we could consider it, but we would need a quick turnaround to have a poster. It was decided to proceed with the development of a poster for the community forum.

Teresa asked all Council to generate some names of who they would like to have at the reception and who's feedback they want to consider on the panels. She stated that six to eight is an ideal panel size. She asked for 10 names per Councilmember for the reception and three names for panelists.

Susan stated that we also need to be very careful about who we select for coffee shops. Teresa shared that we could look at having the coffees in a City facility. The Committee agreed with this if the coffee shop idea is not feasible.

Teresa asked if the Committee agrees that spouses can come to the reception and the dinner. They all agreed spouses could come to the reception but would prefer dinner on their own.

Susan stated that she hopes that spouses/partners would be included in the tours.

Teresa reviewed the approach to ensure all Councilmembers were on board with the timeline and ideas given there is a short timeline. Teresa stated that she would be happy to connect with each council to make sure they are okay. Mayor Arndt stated that she is happy to have conversations also. Teresa will send an email to all of council before the February 15 meeting.

Meeting adjourned at 2:51 p.m.