



A place where families and businesses thrive.

**City Council Work Session Meeting Minutes
City Council Candidate Interview Process**

**Monday, October 23, 2017
5:30 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented November 13, 2017.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:32 p.m.

ROLL CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Timothy Rippe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax.

COUNCIL ABSENT: One Councilor vacancy.

STAFF PRESENT: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: CITY COUNCIL CANDIDATE INTERVIEW QUESTIONS AND PROCESS

Ruggles, Camilli, City Attorney Driscoll and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to review the projected dates, interview questions and provide consensus for interviewing qualified applicants who submitted letters of interest to fill the vacancy on Council. Ruggles and VanderZanden presented a PowerPoint presentation overview on the candidate application requirements; eligibility and residency requirements; allotted interview time; interview questions; Council follow-up questions and candidate scoring process. Ruggles attested the legal notice was being published in the *NewsTimes* three times and notices were posted in various locations, noting the deadline for accepting City Council vacancy application packets is Friday, November 3, 2017, 5pm. VanderZanden reported staff has scheduled a Council Work Session, setting aside three hours, from 4pm-7pm, on November 13, 2017, to conduct candidate interviews, noting staff is recommending the interview times be adjusted depending upon how many candidates apply. The recommended range is between 15 to 30 minutes per candidate, which can accommodate approximately six to 10 applicants. VanderZanden explained that depending on the length of each candidate interview, staff recommends six questions, one per Councilor, with up to four additional questions prepared by Council if time allows. VanderZanden pointed out last time a Council vacancy occurred, there were 10 candidates and each candidate was allotted 15-minute interviews, five minutes for oral presentation and 10 minutes to answer 10 questions. Ruggles explained the ballot scoring process, noting ballots must identify the vote of each Councilor and must be submitted at a meeting open to the public. In conclusion of the above-noted presentation, VanderZanden advised if Council reaches a decision to appoint a

candidate in regular Council meeting on November 13th, a resolution making formal appointment would be considered at the next Council meeting on November 27th. VanderZanden noted if the results are unclear, Council could direct staff to schedule a special Work Session to conduct follow-up interviews with the top 2-3 candidates.

Council Discussion:

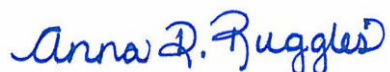
Mayor Truax opened the floor and roundtable discussion ensued pertaining to potential interview dates for candidates who cannot make the November 13th interview session, i.e., interviews held on a Saturday instead, and the importance of allotting sufficient time for interviews. Mayor Truax reported receiving e-mails from potential candidates, noting he advises Councilors to declare any ex-parte contacts/communications as part of the record at the start of the interview session on November 13th. Next, Council reviewed the candidate interview process as outlined in Attachment A, Projected Dates and Procedures for Filling City Council Vacancy, and Attachment B, Possible City Council Candidate Interview Questions. Council collectively voiced consensus to direct staff to schedule at least half-hour interviews and allowing candidates who could not attend the interview date the option to attend via conference call, Skype or Facetime. Council also voiced consensus to amend Attachment B, Possible City Council Candidate Interview Questions, by removing two outdated questions and minor editing. In addition, Camilli stressed the importance of facilitating to stay on schedule, i.e., candidate is responsible to manage their interview time, and to assure candidates are treated similarly, i.e., asking each candidate the same questions. City Attorney Driscoll strongly advised requiring candidates to remain in the foyer until they are called in for their interview, noting once their interview is conducted, the candidate can remain in the auditorium for the duration of the remaining interviews. In conclusion of the above-noted Council discussion, VanderZanden asked Council to submit additional interview questions to him no later than Friday, November 3, 2017, 5pm. In addition, Council voiced consensus to submit a copy of the interview questions in advance to candidates to help facilitate staying on time.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 6:15 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder