

January 30, 2017
Tipton Fire Station
301 Lynn Street
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in a work session at 5:30 p.m. Mayor Carney called the meeting to order. Upon roll being called the following named council members were present: Boots, Spear, Leeper, Anderson and McNeill. Also present: Long, Lenz, Fletcher, Kepford, Nash, Daufeldt, other visitors and the press.

Pat Callahan with Callahan Municipal Consultants, gave an overview of each of the following agenda items:

AGENDA
Tipton City Council -Work Session Tipton
Fire Station

Monday, January 30, 2017

5:30 p.m.

- A. Call to order
- B. General Overview of Work Session
 - 1. City Manager Search Process
 - 2. Purpose of Work Session
 - 3. Update on preliminary steps in the search process
 - *City Manager Ordinance review
 - *City Manager job description review
 - *F.Y. 2016-17 City Budget review
 - *City Council upcoming goals & objectives
 - *Development of position profile
- C. Time Table for Search Process -Subject to Council Review & Approval
 - 1. Review the key dates for Mayor & Council
 - *Review applications -March 13
 - *Skype or Telephone Interviews -March 23
 - *Interview the Finalists -April 7-8
 - 2. Council consensus on dates & times
 - 3. Candidates will be advised of time table in profile
 - 4. Keep Consultant posted on changes in your schedule
- D. Consultant Interviews with Mayor, & City Council Members & Department Heads – Completed
- E. Citizen Involvement in Search Process
 - 1. City Council Decision
 - 2. Stakeholders' Involvement -Example from other cities
 - Public Forums

- Questionnaires available on city website
 - Candidates reception during interview process
3. Role of City and the Consultant in this part of the process

F. Community & Position Profile

1. Purpose of profile
2. General overview of content
3. Council consensus on content -February 6th
4. Placement on City of Tipton website
5. Sending to potential candidates by email

G. General Overview of Wage & Benefit Package

1. Council consensus on salary range
2. Council consensus on benefit package parameters
3. Candidates' expenses to travel to Tipton

H. Advertisement of Position

1. Content of advertisement
2. Publications and websites
 - ICMA Website
 - Iowa League Website
 - IAMU Website
 - Iowa Newspaper Classified Network
3. Authorization to proceed

I. Confidentiality of Candidates' Information

1. Confidentiality during early stages of process.
2. Request for Closed Session Form -Signed by Finalists
3. Release of Names of Finalists -The City's Options
 - *Candidates' option to release their name to news media
 - *Names & addresses of all finalists are released – Candidates so advised and allowed to withdraw
4. Recent experiences on the release of names to news media

J. Consultant Updates during Search Process

1. Phone calls to Mayor
2. Written reports to Mayor & City Council sent by e-mail
3. Welcome to contact us at anytime

K. Screening of Candidates by Mayor & City Council Members

1. Consultant reviews and ranks resumes
2. Cover letters & resumes made available to Mayor & Council for review

3. Council review and ranking of Candidates
 4. Composite score determines who is selected for telephone or skype interviews
- L. City Council Meeting - March 13th — "Open House" and Work Session
1. Consultant's Review and Recommendations
 2. Council Ranking Process & Rating System
- M. Final Comments and Questions
- N. Adjourn

One correction needs to be made to the job description. It states that the Public Safety Department is not under the City Manager. It should state that the Fire and Ambulance departments do report to the City Manager. The Police department reports to the Mayor.

Pat Callahan will be here on Monday, March 6th, from 2:00 p.m. to 5:00 p.m., so that the councilmembers and the Mayor can review the applications. Following that will be a work session at the Fire Station, at 5:30 p.m.

A public forum has been scheduled for Tuesday, February 7th, at 5:30. We will need to check and see if the library meeting room is available.

The council reached a consensus on the salary range to be \$80,000.00 to \$100,000.00.

Adjourn:

With no further business to come before the council a motion to adjourn was made by Boots, second by Spear. Following the roll call vote the motion passed unanimously.
Meeting adjourned at 6:50 p.m.

Mayor Bryan Carney

Attest: Amy Lenz
City Clerk