

City of Tipton, Iowa

Meeting:	Tipton City Council Public Meeting and Community Forum
Place:	<u>Tipton Public Library Lower Level Meeting Room, 206 Cedar Street, Tipton, Iowa 52772</u>
Date/Time:	5:30 p.m., Tuesday, February 21, 2017
Web Page:	www.tiptoniowa.org
Posted:	Friday, February 17, 2017 (Front door of City Hall, City Website, Tipton Library)

Mayor:	Bryan Carney	City Manager (Interim):	Tim D. Long
Council At Large:	Leanne Boots	City Attorney:	Lynch Dallas, P.C.
Council At Large:	Pam Spear	Finance Director:	Lorna Fletcher
Council Ward #1:	Ross Leeper	City Clerk:	Amy Lenz
Council Ward #2:	Dean Anderson	D. of Public Works:	Steve Nash
Council Ward #3:	Tim McNeill	Chief of Police:	Chief Lisa Kepford

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Agenda Additions/Agenda Approval

E. Introduction of Patrick Callahan, Callahan Municipal Consultants

1. Discussion of City Manager Selection Process
2. City Manager Openings in Iowa – Competitive Market
3. Recruitment of Candidates
4. Qualifications and Skills of Ideal Candidates

F. Open House: Council, Consultant, Constituent Interaction

1. Informal discussions with Callahan, Mayor, Council members and constituents – Small Groups
2. Level of Education & Experience
3. Skills & Abilities
4. Personality Traits & Community Involvement
5. Management Style & Leadership
6. Reports from Small Group Discussions

G. Closing of Open House.

1. Council resumes for any closing discussion, questions for Callahan
2. Council resumes for any closing discussion
3. The Process Going Forward – Finding the “Right Fit” for Tipton
4. Opportunity to Complete the Questionnaire
5. Strangers in the Community – Potential Candidates – Present a Positive First Impression
6. City Council’s Questions for the Consultant

H. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 886-6187 to arrange for accommodations/transportation.

CITY OF TIPTON, IOWA

**COMMUNITY FORUM – FEBRUARY 21, 2017
CITY MANAGER SEARCH PROCESS
COMMENTS AND SUGGESTIONS**

Please complete those questions that you have an opinion or an observation. You do not need to respond to all questions.

1. Background and Experience

- What would be the background and experience of the ideal candidate in terms of previous jobs and length of time in those jobs?

- Would experience in another city be preferred or should applicants with experience in the private sector also be considered?

2. Skills and Abilities: 1 = High Priority 2 = Moderate Priority 3 = Low Priority

- How would you rank these skills and abilities in terms of importance:

- _____ Supervision and direction of employees
- _____ Financial and budgeting skills
- _____ Infrastructure repairs and improvements
- _____ Communication skills with elected officials, city employees, and citizens
- _____ Economic development & TIF skills and experience
- _____ Collective bargaining knowledge and negotiation skills
- _____ Water & Sewer utility operations
- _____ Electric & Gas Utility operations
- _____ Grant writing & administration
- _____ Other: _____

3. Personality and Management Style

- What personality traits should the person have to be successful in this position?

- If there any type of management style that would be preferred for this position?
- Is there certain type of management style that would be the least preferred for this position?

4. Upcoming Projects and Needs

- What are some of the tasks, projects, goals, or needs that the city manager or will need to address in the first twelve months on the job?
- What are some of the infrastructure needs of the City that this person will need to study and provide some recommendations to the Mayor and City Council?

5. Names of Qualified Candidates

- Do you know of anyone who would be qualified for this position who should be contacted? If so, please provide a name and contact information.

6. Final Comments

Patrick Callahan
 Callahan Municipal Consultants, LLC
 417 Kaitlynn Avenue, Anamosa, Iowa 52205
 callahan.cmc@gmail.com

Name (Optional) : _____

Phone Number: _____

