

March 6, 2017
Tipton Fire Station
301 Lynn Street
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in a special meeting at 6:00 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, Armstrong, Peck, Donohoe, other visitors and the press.

Agenda:

Motion by Boots, second by Spear to approve the agenda as presented. Following the roll call vote the motion passed unanimously.

Pat Callahan with Callahan Municipal Consultants, reviewed each of the following agenda items:

AGENDA

Tipton City Council – Special Work Session

Tipton Fire Station

Monday, March 6, 2017

6:00 p.m. to 7:00 p.m.

A. Call to order

B. General Overview of Work Session

1. City Manager Search Process
2. Purpose of Work Session

C. Time Table for Search Process

1. Review the key dates for Mayor & Council
 - *Telephone or Skype Interviews – March 23rd
 - *Interview the Finalists – April 8th
2. Council consensus on dates & times
3. Candidates have been advised of time table in profile
4. Keep Consultant posted on changes to your schedule

D. General Discussion of City Manager Documents

1. City Manager job description
2. Chapter of City Code – City Manager
3. City Manager Employment Agreement – Negotiable?

E. 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

F. Confidentiality of Candidates' Information

1. Confidentiality during early stages of process.
2. Request for Closed Session Form – Signed by Candidates
3. Names of Finalists – Remain confidential

G. Consultant Updates during Search Process

1. Phone calls to the Mayor
2. Written reports to Mayor & City Council sent by e-mail
3. Report on Mayor & Council Members Rankings of Candidates

H. Next Meeting – March 23rd – 5:30 p.m. to 9:00 p.m.

1. Telephone or Skype Interviews
2. Consultant's Review and Recommendations
3. Council Ranking Process – Immediately Following Interviews
4. Rating System – Basis for the Selection of Candidates for Final Interviews

I. Final Comments and Questions

J. Adjourn

The telephone or skype interviews will be on Monday, March 20th, at 5:30 p.m., at the Fire Station, not March 23rd.

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 6:33 p.m.

Mayor

Attest:
City Clerk