
Minutes
Washington City Council
Electronic Special Meeting
August 20, 2020

Present: Mayor Kenneth Neilson, Council Members Craig Coats, Kurt Ivie, Kress Staheli, Doug Ward, IS Director Steve Whittekiend, City Recorder Danice Bulloch, Deputy Recorder Tara Pentz, City Attorney Jeff Starkey, Human Resource Director Ruth Holyoak, Audience: Rick Schofield, Roger Bundy, Michael Goold

Meeting commenced at 5:30 P.M.

1. Approval of the Agenda

Council Member Coats made a motion to approve the agenda. Council Member Staheli seconded the motion; which passed unanimously.

2. Discussion on the parameters to hire a new City Manager. Mayor Kenneth Neilson

Human Resource Director Ruth Holyoak reviewed the previous city manager hiring process.

Council Members asked general questions with regard to the interview rounds, and how many follow up questions can be asked.

Human Resource Director Holyoak explained follow up questions, or clarification questions, can be asked as Council feels necessary.

Council Members asked if they would need to interview every single applicant.

Human Resource Director Holyoak stated questions would be sent out to every single applicant. With those responses, the applicant pool could then be narrowed down to whatever number Council feels appropriate. In addition, the Council can determine how many interview rounds are necessary based on the applicant pool.

Council discussed the pay range and if they would be willing to adjust the range based on the applicants experience, or what they bring to the table.

Mayor Neilson asked Council to read the initial questions, and if they would like to adjust them,

they can decide to do so prior to sending them out.

Council Member Staheli stated he is comfortable with the round one questions, but would maybe like to customize the round two questions slightly. He asked for the Human Resources Director to put together a document, which could be shared among all the Council for review.

City Attorney Jeff Starkey explained the City Manager application review can be done in a Closed Session.

Council discussed a timeline for the interview process.

Council Member Ward asked if they would be able to reach out to the applicants individually.

City Attorney Starkey stated he feels it would be up to Council. If the body as a whole is comfortable.

Council Member Staheli stated he would prefer the Council stick to the process. This decision is a full Council Body decision.

Mayor Neilson stated he does not anticipate having more than two or three applicants left at the third round.

Council discussed the emailed questions, and narrowed those down to be more specific to Washington City.

Council discussed the round two questions, and having those being answered in person.

Council Member Staheli asked how in depth they can go to get prior patterns on the final applicants.

Human Resource Director Holyoak stated they can do background work on the final round applicants.

Council Member Ivie stated he had City Manager in Northern Utah reach out to him, and said he would give information on the applicants when they get to the final round. However, he felt this would not be something he would be willing to do. Some Council Members could be biased to certain applicants.

Council discussed the wording of the round one questions.

It was the consensus of the Council to move forward with the dates and times, and have Human Resource Director Holyoak prepare a document with the questions.

3. Adjournment

Council Member Coats made a motion to adjourn the meeting. Council Member Staheli seconded the motion; which passed unanimously.

Meeting adjourned at 6:58 P.M.

Passed and approved on the 9th day of September, 2020.



Attest by:

Danice B. Bulloch

Danice B. Bulloch, MMC
City Recorder

Washington City

Kenneth F. Neilson

Kenneth F. Neilson, Mayor