



**City Council Special Meeting
September 24, 2013, at 7:00 PM
City Hall - 665 Country Club Road
Minutes**

Call to Order

Mayor Rebecca Mark called the meeting to order at 7:00 p.m.

Present/Absent:

Mayor Rebecca Mark
Councilmember Wayne Millsap
Councilmember Steve Duke
Councilmember Debbie Fisher
City Secretary Kathy Wingo

Mayor Pro Tem Kathleen Peele
Councilmember Jim Olk
Councilmember Philip Lawrence (absent)
City Attorney Joe Gorfida
Public Works Director Stanton Foerster

It was determined that a Quorum was present.

Regular Agenda

1) Discuss and Consider the appointment of an Interim City Manager.

Mayor Rebecca Mark stated that she was able to make contact with Dan Savage concerning the possibility of appointing him as Interim City Manager. Public Works Director Stanton Foerster has also made it known that he would like to be considered for this appointment, with possibility of becoming the permanent City Manager in a few months.

If the City Council should determine that Dan Savage is the best choice for the Interim City Manager position, it would be best to hire Mr. Savage as temporary city employee and not as a contract employee. This option is best so that Mr. Savage would be covered under the city's errors and omissions insurance.

Temporary employees of the City are required to participate in some sort of retirement plan due to the fact the city does not pay social security. Mr. Savage does have previous municipal experience and participates in the TMRS retirement plan. The City would provide no benefits to Mr. Savage, except TMRS. Temporary employees are allowed to work for approximately 25 weeks. This would allow about six (6) months to search for a permanent City Manager.

Dan Savage is willing to consider an hourly rate. Since Mr. Savage has other obligations in the near future, an hourly rate would be the best option to consider.

This would allow Mr. Savage the flexibility to fulfill the future obligations and save the City money in that only the numbers of hours spent working would be paid.

Mayor Rebecca Mark stated that a neutral party is needed to get the Fire Department Expansion process moving in a positive direction. Mayor Mark is not comfortable with the learning curve that Stanton Foerster is going through right now with the Public Works Department and taking on the duties of City Manager.

Councilmember Debbie Fisher is concerned with the work that needs to move forward. There are road improvements, the fire department expansion project, and planning for development. Councilmember Fisher does not feel comfortable moving Mr. Foerster up at this time, as he is still a probationary employee. The city would be better served with Dan Savage.

Councilmember Jim Olk feels that Dan Savage would be the best options at this time, the hourly rate is great, and this would allow staff to continue their duties.

Councilmember Steve Duke was pleased to see that Stanton Foerster was interested. Councilmember Duke stated that promoting from within is always a good way to go. However, at this time, Councilmember Duke felt that the City would be better served hiring Dan Savage as Interim City Manager.

Mayor Pro Tem Kathleen Peele feels that Dan Savage is a good choice. Mr. Savage is familiar with the City and most of the Staff. This would give Mr. Foerster an opportunity to work with Dan and learn from him. Should Stanton still want pursue the permanent position later Mayor Pro Tem Peele encouraged him to do so.

Councilmember Wayne Millsap had no comments as the Council had covered the points he wished to discuss.

MOTION: Councilmember Debbie Fisher made a Motion to appoint Dan Savage as Interim City Manager; hired as a temporary employee, the details to be worked out by the Mayor and City Attorney, and bring back to next meeting for ratification. Councilmember Steve Duke seconded the Motion. Motion carried. Vote: 6-0.

2) Discuss and Consider the procedures and hiring process for City Manager position.

Mayor Rebecca Mark stated that the last time there was search for a City Manager it was done by a committee of Councilmembers and the Mayor. Mayor Rebecca Mark suggested asking Dan Savage in helping with the process. Council needs to put a lot of thought into how the city goes about obtaining a new City Manager. What qualifications will be critical in the new City Manager? There needs to be a profile created. Each councilmember was given a copy of the applications for review and several phone interviews were conducted. Council met and reviewed comments of

those who participated in the phone interviews. It was determined who would be asked to interview with the Council and Department Directors.

There was some discussion on the use of a search firm in conducting the search for a permanent City Manager. It was determined that no one knows the City and what type of manager is needed more than Council and Staff. It was decided that a search firm would not be beneficial.

Council discussed their action plan:

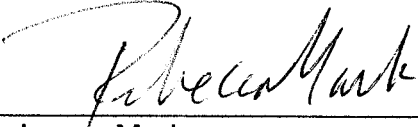
1. Develop a profile – create a list of key things that Council is looking for in a candidate. Council would like a copy of the last posting for the City Manager, a copy will be emailed. From this posting, Council will have a base to start creating the profile for the new candidate. An Executive Session will be held at 6 p.m. on October 3rd to finalize the profile for the position of City Manager.
2. The next step in the action plan would be to direct the posting of the position.
3. At a later date Council will discuss the next step in the plan and that is to determine the screening process.

3) Adjournment.

MOTION: Councilmember Wayne Millsap made a Motion to adjourn the meeting at 7:43 p.m. Councilmember Jim Olk seconded the Motion. Motion carried. Vote: 6-0

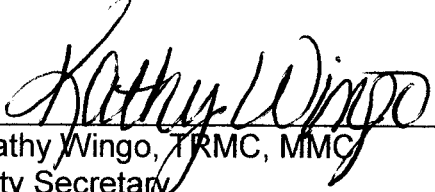
These minutes were approved by a majority vote of the City Council on October 3, 2013.





Rebecca Mark
Mayor

ATTEST:



Kathy Wingo, TRMC, MMC
City Secretary