

**CITY MANAGER SELECTION COMMITTEE  
491 E. PIONEER AVENUE  
HOMER, ALASKA**

**FEBRUARY 11, 2015  
WEDNESDAY, 5:15 P.M.  
CITY HALL CONFERENCE ROOM**

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
  - A. Minutes of January 28, 2015
- 6. VISITORS**
- 7. STAFF REPORTS**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Interview Procedures and Process
  - B. Public Input on Candidates
- 10. NEW BUSINESS**
  - A. Face to Face Interview Dates
- 11. INFORMATIONAL MATERIALS**
- 12. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COMMITTEE MEMBERS**
- 15. ADJOURNMENT/NEXT REGULAR MEETING is to be determined.**



Session 15-02 A Regular Meeting of the City Manager Selection Committee was called to order at 4:03 pm on January 28 by Chair Francie Roberts at the City Hall Cowles Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

<b>PRESENT:</b>	COMMITTEE MEMBERS:	FRANCIE ROBERTS, GUS VANDYKE, BETH WYTHE, BRYAN ZAK
	STAFF:	HR COORDINATOR BROWNING DEPUTY CITY CLERK KRAUSE

**APPROVAL OF THE AGENDA**

Chair Roberts called for a motion for approval of the agenda.

VAN DYKE/ZAK – SO MOVED.

There was no discussion.

VOTE. YES. UNANIMOUS CONSENT.

Motion carried.

**PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA** *(3 Minute Time Limit)*

Larry Slone, city resident, dancer extraordinaire, commented on allowing the applicants the opportunity to conduct the interview in public instead of executive session and asking questions related to if they have a “thick skin” due to the animosity and dislike that could develop by members of the public and lastly if the applicant could wade “knee deep in sewage” which referenced dealing directly with extremely upset residents.

**APPROVAL OF MINUTES**

*(Minutes are approved during regular meetings only)*

Chair Roberts called for a motion to approve the minutes of January 14, 2015.

VAN DYKE/ZAK – MOVED TO APPROVE THE MINUTES.

Chair Roberts commented on the statement “ Councilmember Zak appeared by telephone” but did not request any changes.

The minutes were approved by consensus of the Committee.

**RECONSIDERATION**

There were no items for reconsideration.

**VISITORS**

There were no visitors scheduled.

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**

*(Chair set time limit not to exceed 5 minutes)*

HR Coordinator Browning reported that applicant Mr. Van James accepted another position.

**PUBLIC HEARING** *(3 minute time limit)*

There were no items for public hearing scheduled.

**PENDING BUSINESS**

- A. Interview Procedures and Process
- B. Date for Telephonic Interviews – February 2, 2015 at 5:00 p.m.

Discussion on advertising of this date and the amount of time allocated for each interview. HR Coordinator Browning recommended scheduling the candidates by time zone, to allow up to 45 minutes for the candidate to respond to the seven questions.

Mayor Wythe arrived at 4:23 p.m. Chair Roberts provided a brief summary of the meeting progress to catch her up to speed.

Mayor Wythe added that they do not have to let the candidates know that they only have 45 minutes as they interviewers they should just keep track of the time to keep the process moving.

Chair Roberts wanted to keep the item on the agenda to discuss if needed.

- C. Dates for Face to Face Interviews

HR Coordinator Browning provided a summary on the Face to Face interviews regarding conducting a tour with final candidates providing the opportunity to speak with Department Heads.

Chair Roberts inquired how they would conduct the Face to Face interviews.

Ms. Browning responded that it would not be difficult to coordinate depending on how many finalists they end up with. She added that according to notes from the last interview held two Councilmembers conducted the tour with each candidate.

The Committer determined that the final number of applicants would be narrowed to a maximum of three. The interviews could be spread over two to three days. Departments visited would be Finance, Clerks, Planning, Port, Public Works, and Police; these visits could take as long as 3 hours. This would allow the candidates to speak with the Department Heads to ask any questions before meeting with Council.

- D. Public Input on Candidates

Chair Roberts stated that she thought they straightened up any issues at the last meeting. She recognized the letter by City Attorney Klinkner however she was not sure what item on the agenda it falls under.

There was no discussion.

**NEW BUSINESS**

- A. Memorandum from City Clerk Re: Executive Session for Selection of Final Candidates for City Manager Position

Chair Roberts Read the memorandum into the record; Memorandum dated January 22, 2015, Request for Executive Session pursuant to AS §44.62.310(c) (2), Subjects that tend to Prejudice the Reputation and Character of any Person, provided the Person may Request a Public Discussion (Review and Discussion of Applicants for City Manager Position)

Chair Roberts asked for a motion for Executive Session.

WYTHE/ZAK – SO MOVED

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Roberts asked for a motion to move into Executive Session.

ZAK/WHYTHE – SO MOVED.

There was no discussion.

VOTE. YES. VAN DYKE, ROBERTS, ZAK, WYTHE.

Motion carried.

Chair Roberts asked if the Committee would like staff to be present.

WYTHE/VAN DYKE – MOVED TO ALLOW STAFF TO REMAIN DURING EXECUTIVE SESSION.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The Committee adjourned to Executive Session at 4:28 p.m. The Committee reconvened at 4:49 p.m.

Chair Roberts inquired if Mr. Van Dyke had a statement for the record.

Mr. Van Dyke reported that the Committee met in Executive Session and modified their short list of applicants to Douglas Isaacson, Chris Johnson, Jeffrey Trinker and Carey Meyer they will be notified of telephonic interviews that will take place Monday, February 2, 2015 at 5:00 p.m.

#### **INFORMATIONAL MATERIALS**

There were no informational materials.

#### **COMMENTS OF THE AUDIENCE**

There were no members of the audience present.

#### **COMMENTS OF THE CITY STAFF**

There were no comments from city staff.

#### **COMMENTS OF THE COMMITTEE**

There were no comments of the committee.

#### **ADJOURN**

There being no further business before the Committee, Chair Roberts adjourned the meeting at 4:56 p.m. The next regular meeting will be held on Wednesday, February 11, 2015 at 5:15 p.m. in the Homer City Hall Conference Room, 491 E. Pioneer Avenue, Homer, Alaska.

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Renee Krause, CMC, Deputy City Clerk I

Approved: \_\_\_\_\_