

Special City Council Meeting  
September 5, 2019 @ 11:00 am  
Cordova Center Mayor's Conference Room  
Minutes

**A. Call to order**

*Mayor Clay Koplín* called the Council Special Meeting to order at 11:00 am on September 4, 2019 in the Cordova Center Mayor's Conference Room.

**B. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *Ken Jones, Melina Meyer, Anne Schaefer* and *David Glasen*. Council member *David Allison* was present via teleconference. Council members *Tom Bailer* and *Jeff Guard* were absent. Also present were City Clerk *Susan Bourgeois* and *City HR/Grants Manager* Cindy Appleton as well as members of the City Manager Assessment Committee: *Cathy Sherman, Tony Schinella* and *Cathy Renfeldt*.

**C. Approval of agenda**

*M/Meyer S/Schaefer* to approve the agenda.

Vote on the motion: 5 yeas, 0 nays, 1 absent (Bailer and Guard). Motion was approved.

**D. Disclosures of conflicts of interest and Ex Parte Communications - none**

**E. Communications by and petitions from visitors**

1. Audience Comments regarding agenda item - none

**F. New Business**

2. Video-conferenced Interviews with City Manager Candidates

Candidate *Alida Bus* called into the meeting for her interview at 11:00 am. Council conducted the interview consisting of eleven questions from 11:00 am until 11:38 am.

*Mayor Koplín* recessed the meeting at 11:45 am and Council came back into the special meeting at 12:00 pm.

Candidate *Kerin Kramer* called into the meeting for her interview at 12:00 pm. Council conducted the interview consisting of eleven questions from 12:00 pm until 12:32 pm.

3. Council discussion of interviewees

After a short discussion, the council members present unanimously decided to have on-site interviews with 3 of the 4 candidates that had been interviewed over the past two days: *Helen Howarth, Alida Bus* and *Kerin Kramer*.

There was discussion of the dates for the on-site visit/interview. Council concurred that *Appleton* should contact the three finalists and bring them in on Thursday, September 26 through Sunday, September 29. There could be a planned meeting with staff during the day Thursday or Friday, then a Community Meet and Greet Reception with the Mayor and City Council, the City Manager Assessment Committee as well as the public. A tour of City facilities could be an option for a Friday day event. The in-person interviews would then be on the Saturday morning.

**G. Audience participation - none**

**H. Council comments**

*Glasen* said great job.

*Meyer* said this has been a really smooth process so far.

*Schaefer* thanked the assessment committee.

*Jones* sorry he missed yesterday, glad to be back in town.

**I. Executive Session - Council did not require this executive session**

~~4. see item 3 above may be discussed in executive session for this reason: subjects which may be discussed are subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion, specifically, discussion of city manager applicants~~

**J. Adjournment**

*M/Glasen S/Meyer* to adjourn.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Jones, Guard, Schaefer). Motion was approved.

The meeting was adjourned at 12:32 pm

Approved: September 18, 2019

Attest:   
Susan Bourgeois, CMC, City Clerk

