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**City Council Work Session Meeting Minutes
City Council Candidate Interview Process**

**Monday, December 9, 2019
3:45 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented January 13, 2020.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 3:48 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL VACANCY:** 1.

STAFF PRESENT: Jesse VanderZanden, City Manager; Brenda Camilli, Human Resources Manager; Paul Downey, Administrative Services Director (in the audience); Tom Gamble (in the audience); J. F. Schutz, Police Chief (in the audience); Colleen Winters, Library Director (in the audience); and Anna Ruggles, City Recorder.

1. A. 3:45 PM: COUNCIL PRE-BRIEFING INTERVIEW PROCESS

Camilli and VanderZanden conducted a pre-briefing on the interview questions and interview process. The Council vacancy was created by the death of Thomas Johnston on October 14, 2019. Pursuant to City Charter, Section 32 and City Code, Section 2.075, Council must fill a vacancy by appointment by a majority of the remaining Councilmembers. The appointee holds office until the term of the office expires November, 2022. Ruggles reported at the close of business day, 5:00 p.m., November 22, 2019, 10 application packets were received for the City Council position vacancy. Eight Letters of Intent and Interest were certified by the City Recorder as meeting eligibility and residency requirement. Two application packets were rejected; one was incomplete (Cesare “Chaz” Rigamonti) and one did not comply with residency requirement (Amber L. Nieves).

2. WORK SESSION: CITY COUNCIL CANDIDATE INTERVIEWS

The purpose of the work session was to conduct the City Council Candidate Oral Interviews. A copy of the “City Council Candidate Interview Questions” was provided in advance to each candidate. In the interest of fairness, candidates were asked to wait in the foyer until they were called in for their interview. Once their interview was conducted, candidates were invited to remain in the auditorium for the duration of the work session. The interviews took place around configured tables in front of the dais. Mayor Truax welcomed each candidate and explained the interview process at the start of each interview. The candidates were given 20 minutes to provide an opening statement and answer one question from each Councilor for a total of six questions. Rippe asked Question 1; Wenzl asked Question 2; Valfre asked Question 3; Uhing asked Question 4; Thompson asked Question 5 and Mayor Truax asked Question 6.

The Council conducted the following seven oral Candidate interviews. One candidate withdrew as noted below.

<u>Time:</u>	<u>Actual Start – End</u>	<u>Candidate Name:</u>
4:05 pm	4:05 pm – 4:22 pm	Kristy Lynne Kottkey
4:25 pm	4:22 pm – 4:32 pm	Howard Sullivan
4:45 pm	4:38 pm – 4:46 pm	Susie Johnson
5:05 pm	4:47 pm – 5:06 pm	John A. Hengeveld

Council Recessed at 5:05 p.m. and Reconvened at 5:24 p.m.

5:30 pm	5:24 pm – 5:45 pm	Karen Reynolds
5:50 pm	5:41 pm – 6:06 pm	Mariana Valenzuela
6:10 pm	6:06 pm – 6:19 pm	Joshua D. Fromm
6:30 pm	Withdrew 12/09/2019, 1:03 p.m.	Wolanda K. Groombridge

In conclusion of each interview, Mayor Truax invited candidates to attend the regular Council meeting, which began at 7pm, noting Council will deliberate on the slate of candidates and decide on the appointment either this evening or at the January 13, 2020, Council meeting.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:22 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder