

**AD HOC CITY CLERK SELECTION COMMITTEE  
SPECIAL MEETING MINUTES  
FRIDAY, JANUARY 3, 2020  
MUNICIPAL BUILDING, 151 MARTIN  
CONFERENCE ROOM 202  
11:00 A.M.**

**I. CALL TO ORDER**

The meeting was called to order at 11:00 A.M.

Present: Commissioner Hoff  
Commissioner Sherman

Administration: City Manager Valentine, Human Resources Manager Myers, Acting City Clerk Arft

**II. DISCUSSION OF CITY CLERK SELECTION**

Human Resources Manager Myers provided a copy of Mr. Allen's letter dated December 30, 2019 to the City and the Commission in which he rescinded his acceptance of the City Clerk position offered to him in December 2019.

City Manager Valentine explained the options available in light of Mr. Allen's decision:

- Consideration of the two applicants who were also considered
- Begin new recruitment process for a City Clerk.

He noted that currently the city is recruiting for a Deputy Clerk to replace Deputy Clerk Arft who plans to retire during the coming year.

Mr. Myers noted the closing date for the Deputy Clerk recruitment is January 17<sup>th</sup>. He stated that his office has received many applications for the position but they have not been screened at this time, and that will be done at the end of the recruitment period. He further explained that his office expects that many applicants will not have the required municipal clerk experience.

Commissioner Hoff suggested reviewing the two applicants who were interviewed by the Ad Hoc Sub-committee along with Mr. Allen.

Mr. Myers provided the interview scores for review, and noted the two were about one point apart in scoring after their interviews.

After brief discussion, Commissioner Hoff noted her concerns with the second applicant relative to community size, relatively brief experience as a Deputy Clerk, and general management experience.

Commissioner Sherman shared Hoff's concerns about the second place applicant's brief experience as a Deputy Clerk, and noted that Mr. Allen had no experience as a Deputy Clerk.

Commissioner Hoff suggested hiring two applicants from the Deputy Clerk recruitment.

Commissioner Sherman said he was comfortable moving forward with the second place applicant.

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Commissioner Hoff was not in favor of extending an offer to the second place applicant.

After discussion continued on the timing issues of the recruitment process, the consensus was to wait until the close of the Deputy Clerk recruitment on January 17<sup>th</sup>, then re-convene after that time to continue to discuss the next steps.

**III. PUBLIC COMMENT**

Lisa Brody of Downtown Publications shared her thoughts.

**IV. ADJOURN**

The meeting was adjourned at 10:54 A.M.

Respectfully submitted,

Cheryl Arft  
Acting City Clerk

January 3, 2020