

City of Blue Lake
City Council Special Meeting
Skinner Store – 111 Greenwood Ave., Blue Lake, CA
December 4, 2015
MINUTES

The Meeting called to order at 5:32p.m.

Councilmembers Present: Adelene Jones, John Sawatzky, Michele McCall-Wallace, Jean Lynch (arrived at 5:34 p.m.)

Councilmembers Absent: Stephen Kullmann

Staff Present: April Sousa, City Clerk

Motion to Approve the Agenda

Councilmember Sawatzky *motioned to approve the agenda as presented*. Councilmember Jones seconded. The motion carried.

Appointment of Temporary Recorder of Minutes

It was noted that there was no need to appoint a Temporary Recorder of Minutes since the City Clerk was present.

Approve Certain Expenses and Processes Related to City Manager Recruitment

Mayor McCall-Wallace gave an overview of the City Manager Recruitment process as outlined on the agenda.

A schedule of interviews for 3 applicants was passed out by Mayor McCall-Wallace to the public and Council.

It was mentioned that the Community Panel, which was being developed at the time of the meeting, would be approved at the next regular Council meeting, and that the Community interviews would be held at the Fire Hall. The Staff panel will meet at City Hall and the Council at Skinner Store.

The public asked clarifying question regarding the plan and its inception. It was noted that the interview process plan was developed during closed session, and this was the report out of that session.

Council asked about when the questions for applicant interviews would be available. It was noted that they were in process and would be available at the meeting, not before the meeting.

It was noted that at 3:15 on the day of the interviews, December 11, 2015, the Council will have an open session in which the Community Group will give their impressions of the candidates.

Questions were brought up regarding the hiring process that Council did not feel comfortable answering without checking first with the City Attorney. It was mentioned that these questions would be answered, if possible, at the next regular Council meeting.

Consensus from Council was to move forward with the interview process.

Diana Lynn, Blue Lake resident, offered cards from the Chamber to give out to the candidates. Council discussed the possibility of a welcome packet being formed.

Clarification was made on the expenses related to the City Manager Recruitment process.

Councilmember Jones *motioned to approve the expenses and process as outlined on the agenda and memo*. Councilmember Sawatzky seconded. The motion carried.

Consensus was made to direct staff to order food and set up coffee for all three locations.

Motion to Adjourn

Councilmember Jones *motioned to adjourn*. Councilmember Lynch seconded. The motion carried.

Meeting adjourned 6:03 p.m.

April Sousa, City Clerk