

Special Called Meeting June 1, 2021

Call to Order

Mayor Burke Garwood called the meeting to order

City Manager Resignation

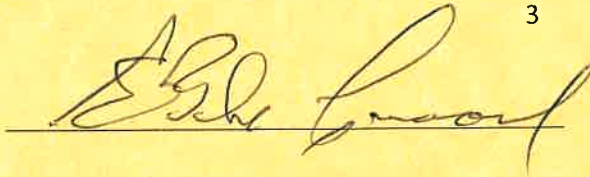
- Mayor Garwood said that the purpose of the meeting is because the City Manager, Tina Tuggle, had officially resigned and they need to start the process of replacing her. He said that there is a proposal from the University of Tennessee Municipal Technical Advisory Service (UT MTAS) on how to proceed with the hiring process. He said that it's not complicated but simply a process for which MTAS is willing to help.
- MTAS Consultant, Mike Tallent, presented and said that the first thing the board needs to determine is what sort of City Manager they want to hire. He discussed that what sort of manager is desired will dictate what the advertisement will consist of. He said they can discuss what they want in a city manager all together or interview each commissioner one on one. He talked about different newspapers and websites where the advertisement could be published. He said that once the applications come in, they can rate the candidates out of ten, for example, and then all sit down and go through who they want to interview. He said that they can also assist in facilitating the process of choosing the next city manager. He suggested that they use the California Psychological Inventory assessment – a sort of personality assessment to get a feel for the candidate. He said there is a charge for it, but it's nominal. Once the candidates are narrowed down to four or five, they can take the assessment, he suggested. He said that the ad could be published for 30 days or longer depending on what the board wants. He said it varies from job to job.
- Commissioner John James thanked Mike Tallent for helping the City of Etowah and he apologized to Mr. Tallent for taking time away from his retirement. He said that this isn't something he wants to rush through. He said he wants to make sure the city gets the manager they need.
- Mr. Tallent said that our MTAS representative, Honna Rogers, just finished this process in Collegedale and Red Bank.
- Commissioner Jim Swayne asked if it is normal for us to advertise the pay range and if we had done that in the past. Mr. Tallent said that it is very common and if the city wanted to do that, it's certainly an option. Commissioner Swayne said he just wanted to be sure that the city doesn't get applicants who are looking for a much larger salary range. Mayor Garwood said that in the Town and City publication, he's seen a few advertisements for City Managers that do advertise the salary range and benefits package. Commissioner Swayne said he wants the salary range to be put in there and awarded depending on experience. Commissioner Diana Elrod said that if the city puts the salary range on there it might "weed out someone we can't afford." Mayor Garwood agreed.
- Mayor Garwood said that he doesn't know if the board has gotten in a hurry in the past. He said it's a hard process to get in a hurry about. He said he has no problems to follow the guidelines of MTAS and he believes it makes it a lot easier on the board.
- Mr. Tallent said that if the board wants to go with MTAS, they should identify what they want to do and then move forward. He doesn't think the board should be rushed but moved along

because if someone is out there right now unemployed who needs a job, they might accept something else if the wait is excessive.

- Commissioner Swayne said he thinks what will really help during this time is the interim setup that we have currently and that it will assist in buying time during the decision-making process.
- Interim City Manager, Eva Valentine, said that she thinks what Mr. Tallent is talking about is narrowing down the credentials they would like for the new City Manager to have and that doing so will help in getting the advertisement together. If the applicants do not have those requirements, the board will be able to weed those out rather quickly.
- Mr. Tallent said that they would be able to finalize an ad in the next couple of days and get it back to Eva to distribute to the board and if they have any changes to make to the ad, they could make those suggestions to Ms. Valentine. Ms. Valentine said the better the ad, the more attraction it will attain.
- Mayor Garwood asked how quickly the assessment process would take. Mr. Tallent said it could be done in a couple of days. Mr. Tallent said that he sat in the assessment for Collegedale and it was an all-day process. They finished at the end of the day, compiled the results, and had them ready for the board the next day. Commissioner Elrod asked what the premium was for the assessment. Mr. Tallent said that it is very minimal with potential travel costs within driving range.
- Commissioner James asked if Honna could get with the board individually to ask what they would like to see in a candidate. Mayor Garwood said that they have paperwork they hand to the board that asks what they would like the City Manager to do.
- Mayor Garwood said that what he thinks needs to be done is to get with Honna to see what the board might need in a City Manager. Mr. Tallent said the board needs to vote on having MTAS facilitate the process.
- Commissioner James made a motion to go with MTAS for the selection for a City Manager. Commissioner Swayne seconded. All Ayes.
- Mayor Garwood asked if we should go ahead and schedule a meeting. Mr. Tallent said that Eva should get with Honna first before we do that. They asked Ms. Valentine if she could find the assessments from the last time they went through this process. She said she would look and so did Mayor Garwood.
- Finance Director, Alison Bull, asked if there was a meeting scheduled and Mayor Garwood said no it will depend on when Honna is able to get back with us.
- Commissioner Swayne asked a question on Ms. Tuggle's resignation. He asked what amount will be paid out to her from her resignation. Ms. Valentine said since she resigned, it would just be her vacation that needs to be paid out. Ms. Valentine said that Ms. Tuggle had 159.5 vacation hours at the time of her resignation which amounts to \$6,277.92. Ms. Valentine said she also had sick time which would be used through the date of the meeting.

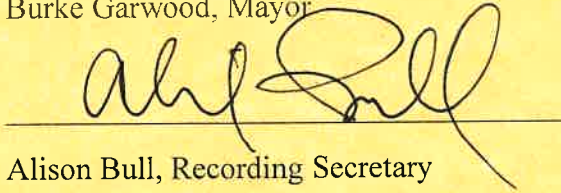
Adjournment

Mayor Garwood made a motion to adjourn. Commissioner Elrod seconded. All Ayes.



A handwritten signature in cursive script, appearing to read "Burke Garwood", written over a horizontal line.

Burke Garwood, Mayor



A handwritten signature in cursive script, appearing to read "Alison Bull", written over a horizontal line.

Alison Bull, Recording Secretary