



FINAL

**GOVERNANCE COMMITTEE MINUTES
THURSDAY, FEBRUARY 2, 2017**

MEMBERS PRESENT: Mayor Georgia Tuttle, Assistant Mayor Suzanne Prentiss and Councilor Karen Liot Hill.

OTHERS PRESENT: Interim City Manager Paula Maville and City Clerk Sandi Allard

1. CALL TO ORDER: The meeting was called to order by Assistant Mayor Prentiss at 11:09 am.

2. ACCEPTANCE OF MINUTES – November 4, 2015 and January 25, 2017:

Motion by Mayor Tuttle, seconded by Councilor Hill to approve the minutes of November 4, 2015 and January 25, 2017 as presented in the agenda packet. Vote on motion was unanimous in favor.

3. STUDY ITEMS:

A. Develop Strategic Plan for the Recruitment of new City Manager.

Assistant Mayor Prentiss led the Committee's discussion. The following items were reviewed and discussed:

- RFP 's for City Manager searches from Gunnison, Colorado and Joplin, Missouri.
- Content and structure of both of the documents Scope of Work.
- Contracts between the City Council and Civic Solutions (June 2010) and the City Council and The Mercer Group (March 2015) and products.

Assistant Mayor Prentiss and Interim Manager Maville will work together prior to the next meeting to develop a draft RFP for the Committee to review. The Gunnison RFP will be used as a basis. Once the RFP has been agreed upon by Committee members, it will be brought to the full Council for discussion and approval.

4. FUTURE MEETINGS:

- February 8, 2016 at 11:00 am.

5. ADJOURNMENT:

Motion by Mayor Tuttle, seconded by Councilor Hill to adjourn. Vote was unanimous in favor.

The meeting adjourned at 12:01 pm.

Respectfully Submitted,

Sandra Allard, City Clerk