JANUARY 5, 2016 **CITY OF GUNNISON COUNCIL** **7:00 P.M.**

SPECIAL SESSION MEETING MINUTES

The City Council Special Session meeting was called pursuant to Section 5.2 of the City of Gunnison Municipal Home Rule Charter, by a letter, dated December 30, 2015, from Mayor Richard Hagan to City Clerk Davidson.

Mayor Hagan called the Special Session meeting to order at 7:00 P.M., with Councilors Ferguson, Drexel, Morrison, and Schwartz present along with City Manager Coleman, City Clerk Davidson, Acting City Manager Robinson, Finance Director Cowan, and the press. City Attorney Fogo and WSCU Liaison Davis were absent. Council quorum was present.

Discussion on Interim City Manager Contract and Possible Action on Appointment of Interim City Manager. Mayor reminded Council he was charged by Council to negotiate employment terms with Mark Achen regarding his appointment as Interim City Manager. Initially the discussions were for Mr. Achen to be a contract employee and that has now changed.

Finance Director Cowan reviewed possible City Manager hiring scenarios with Council. He provided a spreadsheet outlining costs for contract versus being a City employee. The City Charter does not allow the City to indemnify a contract employee. The City would have to purchase indemnification insurance for a contract employee but if Mr. Achen is hired as an exempt employee he would be covered by the City's existing insurance policy. Discussion ensued regarding an employment contract. Director Cowan explained the proposed agreement includes a monthly $1,500 housing allowance. The two weeks that Mark has indicated he will be gone will not be paid by the City. Director Cowan confirmed that Labor Laws allow for that scenario. A short discussion on the Professional Development paragraph in the contract ensued. Finance Director Cowan will delete the first two lines of that clause.

Councilor Ferguson moved and Councilor Morrison seconded the motion to approve the employment contract as modified tonight and appoint Mark Achen as the Interim City Manager effective January 8, 2016.

Roll call vote, yes: Ferguson, Drexel, Hagan, Morrison, Schwartz. So carried
Roll call vote, no: None.

Action to Direct Staff to Develop and Send Out RFP Soliciting Proposals to Assist with City Manager Search. Mayor Hagan stated that he would like Interim City Manager Achen to assist Council with the search for a new City Manager but does not want him to apply for the permanent position. Mr. Achen replied that the ICMA Code of Ethics would see him applying for that position as a violation of that Code. He will not be applying for the permanent position.

Council discussion ensued regarding the draft Request for Proposals (RFP) for City Manager Recruitment Services. Councilor Schwartz suggested having a less restrictive RFP and leaving it more open-ended to see what proposals are submitted. Director Cowan explained the City Attorney and Staff utilized several municipal RFP examples and narrowed those down to the proposed document. Councilor Ferguson suggested that item #9 be modified to have the search firm assist with negotiations with the selected candidate. Mark Achen suggested having the consultant finalists meet with Council prior to the final selection.

Councilor Schwartz moved and Councilor Ferguson seconded the motion to issue the Request for Proposals for City Manager Recruitment Services, as modified this evening.

Roll call vote, yes: Drexel, Hagan, Morrison, Schwartz, Ferguson. So carried.
Roll call vote, no: None.

The Special Session meeting was adjourned at 7:42 P.M.

Richard Hagan
Mayor

Gail A Davidson
City Clerk