

**City of Dacono  
City Council Special Meeting Minutes  
Monday, March 20, 2023**

**Meeting called to order at 6:01 PM**

<b>Members Present</b>	Doris Crespo Danny Long Adam Morehead, Mayor Jackie Thomas Jim Turini Kathryn Wittman
<b>Members Absent</b>	Kevin Plain, excused
<b>Staff Present</b>	Valerie Taylor, City Clerk Melinda Culley, City Attorney Kelly Stroh, Finance Director

**General Business**

**A. Discuss, research, and provide a draft list of position requirements of the job posting of the Interim City Manager.**

Council Members Turini and Thomas presented Council with documents relating to the job posting for the City Manager. They presented to Council as to what they would like to see in the job posting.

Mayor Morehead asked Kelly for clarification on her job responsibilities relating to Human Resources (HR). She gave an overview of her responsibilities relating to HR which are: records compliance, coordination and selection of benefits, new employee onboarding, and input for compensation surveys. She stated it is up to the department directors to post and hire employees for their departments. She said she would not be comfortable recruiting employees for the city. She also went over what Employer's Council, the outside company used for more complex HR related items, is contracted to do. She stated that she could reach out to Employer's Council and see if they'd be able to help recruit an interim and city manager. She also gave the statistics on what has been paid in payroll expenses for the previous city manager this year to date; \$272,000. She stated that department heads have made a recommendation of a current employee that is willing to fill in as the interim manager and that would be in the best interest of the city, given that employee's extensive knowledge of the city and it would be the most cost-effective option in a year that will arguably be the city's most expensive budget year on record.

Mayor Morehead asked that the RFP for the search firm, to hire a new city manager, be sent out to the council members. He encouraged City Council to hold an executive session to discuss the current employee willing to fill in as the interim manager. Council agreed to that. He also asked that the resumes he has received be reviewed and discussed in executive session. He will reach out to those that have submitted resumes and see if they are ok with him sending them out to council for review prior to the executive session.

**Adjournment:**

**With no further business to be discussed, the meeting was adjourned at 6:29 PM.**

Approved this 10th day of April, 2023.



Adam Morehead, Mayor

Attest:



Valerie Taylor, City Clerk