

1 MINUTES, UMATILLA CITY COUNCIL SPECIAL MEETING
2 DECEMBER 23, 2014, 7:00 P.M.
3 CITY COUNCIL CHAMBERS,
4 1 S. CENTRAL AVE., UMATILLA, FL 32784
5

6 This meeting was convened and held as noticed at 7:00 p.m. Pledge led by **President Olson** and
7 Invocation given by **Mayor Laura Wright**.
8

9 IN ATTENDANCE: President Eric Olson; Vice President Donnie Kent; Council members David
10 Adams, Ralph Cadwell; Mayor Laura Wright; Police Chief Adam Bolton; City Manager Glenn
11 Irby; Finance Director Carol Rogers; City Attorney Kevin Stone; City Clerk Karen Howard

12 ABSENT:

13
14 1) **REVIEW OF RESUMES – INTERIM CITY MANAGER POSITION**

15 (Listed in order of submission)

- 16
17 a. Jim Myers Jr.
18 b. Ballin Donnie Kent – **Resume Withdrawn**
19 c. R. Scott Blankenship
20 d. Doug Drymon
21 e. Greg Beliveau
22 f. Jim Coleman
23 g. Carol Rogers
24

25 **Vice President Kent** said **Carol Rogers** would be a good pick for the interim as she has plenty
26 of experience and she is here. It would give the Council time to look at applicants.
27

28 **Council member Tarby** proposed appointing **Ms. Rogers** for the short term to get the other
29 applicants in here. He suggested each of the Council members talk to the applicants individually,
30 rank them, and bring the top applicants so **Ms. Rogers** can get back to her regular duties. He
31 proposed doing interviews as a Council of the top two or three during the first meeting in
32 February and make a selection for the interim job to proceed for the period of time the Council
33 deems necessary. We need to get the people interviewed as soon as possible instead of telling
34 **Ms. Rogers** to do it for six months and the Council take six months to interview and rank
35 prospects.
36

37 At the end of the process it may be wise to pick people from the community and provide input by
38 interviewing candidates and providing their opinion before we make a choice.
39

40 **President Olson** said a time period of three months is feasible to go through the applications and
41 sit down one on one.
42

43 **Council member Adams** said there are a lot of good resumes on the table. If **Ms. Rogers** would
44 do that I do not think it would be an elongated period. If you meet and interview them most of

45 the time you will find out what you need to know to make a decision. I agree with the
46 recommendation.

47
48 **President Olson** said the new members of the Council will be on board and they need to be part
49 of the decision process.

50
51 **Council member Cadwell** concurred.

52
53 **Carol Rogers** thanked the Council for their confidence in her and said she would graciously
54 serve or three or six months or the length of time it takes to get the right person in here.

55
56 **PUBLIC COMMENT**

57 **Daniel DiVenanzo**, local property owner, said selection for an interim person is important. In
58 addition to maintaining financial operations, employee management is important. How are you
59 going to give the interim the authority for dealing with employee management problems and
60 crisis management? Are we suggesting everyone will be informed at the city level? They will
61 call whoever you select to make the on-point decision. I would caution you make the selection
62 on the interim for someone with the qualifications to be a point person.

63
64 **President Olson** said he believed **Ms. Rogers** is more than qualified to make any kind of
65 decision for the city and to work with the Department Heads.

66
67 **Attorney Kevin Stone** said the motion needs to specify when the appointment will begin and
68 that the Interim City Manager will be vested with the powers set forth in the Charter for the City
69 Manager.

70
71 There will be one more meeting with **Mr. Irby** still serving as the City Manager and it may be
72 appropriate at that meeting for the transfer of duties to occur. We can come up with specifics on
73 the contract, levels of pay, and those types of things to be approved at that meeting. We were not
74 prepared at this meeting to prepare a document before a section was made.

75
76 At the January 6th meeting when the transfer of duties occurs a final set of details could be
77 approved. The motion today should be to make the selection and direct staff to prepare the
78 details for approval at the January 6th meeting.

79
80 **Attorney Stone** said it would be appropriate for the Council to give direction to staff on how
81 you want the arrangement to look. I would hope to have a contract in place at the January 6th
82 meeting so we can move forward and work with **Ms. Rogers** to get it completed.

83
84 **Vice President Kent** said I think we do what we do with **Mr. Hatfield** and do a step up to **Mr.**
85 **Irby's** pay.

86
87 **Council consensus was for Ms. Rogers to start immediately to work with Mr. Irby.**
88

89 **Attorney Stone** said we are not going to vest two people with the City Manager duties; it is fine
90 for the Council to expect them to work side by side.
91
92 Discussion ensued regarding the transition taking effect after **Mr. Irby's** contract ends.
93
94 **Attorney Stone** said an appropriate motion would be that **Ms. Rogers** be appointed Interim City
95 Manager and the assumption of the duties to take place effective at the end of January 6th.
96
97 **Council member Tarby** asked if the Council should also discuss how quickly we should set
98 ourselves to do the interviews so they are not delayed. For instance, have the interviews done by
99 the second meeting in February so by the beginning of March we could set a permanent Interim
100 City Manager.
101
102 **Vice President Kent** and **Council member Adams** said they would go for hiring a permanent
103 manager.
104
105 **City Manager Irby** said he has been in similar situation that **Ms. Rogers** is about to step into.
106 He stated his belief is a better manager comes from a finance background because they see it all
107 in that capacity. Doing two jobs is not all it's cracked up to be. **Ms. Rogers** is good but does
108 not believe she can pull both duties for an extended period of time without something slipping
109 through the cracks. Umatilla has no staff depth and **Ms. Rogers** has no one else to call on to do
110 the financial duties.
111
112 **President Olson** stated he agreed with **Mr. Tarby** in that by the first of February we need to be
113 able to make a decision on who we want; that is plenty of time to interview. We discussed
114 minimum criteria for applications: so many years of experience and so on.
115
116 **Mayor Wright** stated she believed there should be education background and municipality
117 experience. I do not think we should drag our feet because there some good resumes in here.
118 With **Ms. Rogers** being here she is aware of what is going on, but we do not want to burn the
119 candle at both ends. Within a three week period we should be able to have people interviewed.
120
121 **Attorney Stone** suggested a motion be made to announce that applications are being accepted as
122 of now for position of City Manager in the City of Umatilla and will be accepted through the
123 close of business on January 8, 2015.
124
125 **Council member Tarby** suggested closing the application process on January 8th and the
126 Council can do the interviewing. After extensive discussion it was decided not to select a citizen
127 committee to review or interview the candidates.
128
129 **MOTION by Tarby; SECOND by Kent; to approve Carol Rogers as the Interim City**
130 **Manager as of midnight January 6, 2015 to relieve Mr. Irby of his duties. Motion carried.**
131
132 **MOTION by Tarby; SECOND by Kent; to open the acceptance of applications for the City**
133 **Manager and specify the closure beyond January 8, 2015.**

134 **Council consensus was not to advertise the position.**

135

136 **Motion carried.**

137

138 The following applicants were in attendance and requested their resumes be retained in
139 consideration of the City Manager position: **Jim Myers, R. Scott Blankenship, Doug Drymon,**
140 and **Jim Coleman.** **Greg Beliveau** said his application is withdrawn as it was only for the
141 interim position.

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143 **Meeting adjourned 7:37p.m.**

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148 _____
Eric Olson

149 Council President

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151

152

153 ATTEST:

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157 _____
Glenn A. Irby

158 City Manager

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160

Karen H. Howard, CMC

City Clerk