

RIDGWAY TOWN COUNCIL  
MINUTES OF WORKSHOP MEETING  
SEPTEMBER 4, 2019

The Town Council convened for a workshop meeting at 6:05 p.m. in the Ridgway Community Center at 201 N. Railroad Street, Ridgway, Colorado. The Council was present in its entirety with Councilors Austin, Cheek, Hunter, Lakin, Meyer, Mayor Pro Tem Johnson and Mayor Clark in attendance.

Town Clerk's Notice of Workshop dated August 29, 2019.

The Mayor explained the workshop was scheduled to discuss and develop a process for selecting and hiring a new Town Manager. At the previous workshop the Council was given the name of three independent consultants who specialize in assisting in the hiring process. He reported he has spoken to two of the consultants, one which is unable to take on another project at this time and he will speak to the third person in the next few days.

Mayor Clark presented information he obtained from the consultant regarding the hiring process. The consulting fee is \$70 an hour plus expenses; assisting the City of Ouray in recruitment of the City Manager was \$3500; the process involves developing a prospectus for potential candidates; four weeks should be allocated to distribute and post the opening of the position; candidates are placed into three tiers and it was recommended a committee is formed, including other municipal managers, to review the resumes; the Council would review the recommendations and narrow candidates to three to five and host a community meet and greet before holding interviews. He noted the Town would be asked to pay travel expenses for candidates, and suggested a stipend be set.

There was discussion by the Council regarding ideas for the process.

SPEAKING FROM THE AUDIENCE:

Rod Fitzhugh suggested the Council look at hiring someone already living within the region.

Lynn Padgett suggested the Council have the consultant or hiring firm meet with department heads to discuss desired attributes of the candidates.

The Council discussed advertising the position with the Colorado Municipal League and Colorado City Manager Association. It was agreed to prepare an executive summary of the master plan including the community vision and goal; the job description; and place along with the Town logo into an advertisement. Mayor Pro Tem Johnson will prepare text for the Council to review, Mayor Clark will prepare the electronic version of the ad.

Councilmembers presented their individual desired attributes of a candidate, and it was agreed to email lists to all members. It was also agreed to begin to develop interview questions containing the desired characteristics.

The meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk