MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING

THURSDAY ~ FEBRUARY 18, 2016 ~ 6:30 P.M.

RIVER PARK EVENTS BUILDING (WEST ROOM)

The special meeting was called by Directors Keith Lau, Tracy Pennartz, Kevin Settle and Don Hutchings at the February 16, 2016 regular meeting for the purpose of meeting with Mr. Colin Baenziger, consultant, for a briefing regarding the city administrator search, and then for the Board to meet in executive session to review and discuss applicant resumes. After reconvening from executive session, the Board also agreed (at the February 16, 2016 regular meeting) to discuss a proposed itinerary for the city administrator candidate interviews.

The special meeting was called to order by Mayor Sandy Sanders, presiding. On roll call the following members of the Board were present: Directors Keith Lau, Andre' Good, Mike Lorenz, George Catsavis, Tracy Pennartz and Don Hutchings. The Mayor declared a quorum present. Director Kevin Settle arrived at approximately 7:15 p.m.

The Mayor inquired if any Board member had any item of business to present that was not already on the agenda. There was none presented.

Mr. Baenziger addressed the Board advising the search process, which was extended once to allow additional applicants, resulted in fifty (50) applicants submitting resumes for the position of city administrator. After resume' review, background and reference checks, and internet search of each applicant, he noted presentation of the following nine (9) candidates:

- Mr. Daniel Biles - Birmingham, Alabama
- Mr. Chris Browning - Prosper, Texas
- Mr. Joe Cox - Alliance, Nebraska
- Mr. Jeffrey Dingman - Fort Smith, Arkansas

February 18, 2016 Special Meeting

- Mr. Carl Geffken - Reading, Pennsylvania
- Mr. Anthony O'Rourke - Yakima, Washington
- Mr. Christopher Philbrick - Dumfries, Virginia
- Mr. Patrick Salerno - Coral Cables, Florida
- Mr. Mark Stenger - Fort Smith, Arkansas

The resumes and information gathered on the above noted applicants were previously provided to the Mayor and each member of the Board for review and consideration.

The Mayor advised the process is now for the Board to select three (3), possibly four (4), applicants to interview.

The Board entered into executive session at approximately 6:39 p.m. and after reconvening, Mayor Sanders announced the following three (3) candidates are recommended to be called for an interview:

- Mr. Daniel Biles
- Mr. Jeffrey Dingman
- Mr. Carl Geffken

Each member of the Board noted acceptance and concurrence with the above selected candidates.

The Mayor reminded all that the Board previously selected tentative interview dates (dependent upon the candidate schedules) for Monday, February 29; Thursday, March 3; and, Monday, March 7. Said dates will be corroborated upon confirmation with the candidates.

Mayor Sanders then provided a tentative agenda/itinerary for city administrator candidate interviews to each member of the Board, which includes a city tour provided by the Mayor, lunch with department heads, a tour of city facilities, reception with the Chamber of Commerce, etc. Each of the out-of-state candidates are anticipated to arrive in Fort

Smith either the afternoon or evening before the scheduled interview date and since the entire interview day is essentially planned, the Mayor recommended the out-of-state candidates be offered an extra night of hotel stay to allow them to survey the city on their own whereby the Board conveyed no objection. Since Mr. Dingman is an in-house candidate, there's no necessity for the tours or reception with the Chamber of Commerce.

There was brief discussion regarding the interview process, i.e. how long the interviews are anticipated to take, the types of questions to be conveyed to each candidate, who will pick up the candidates, etc.

The interviews are anticipated to take about an hour and a half to two (2) hours; however, such is dependent upon the candidate. With regard to the types of questions, the Mayor advised he will be offering more behavioral and scenario type questions rather than simply requesting the candidate convey their individually determined strengths and weaknesses. Director Lorenz advised he maintains a list of recommended interview questions and agreed to provide a copy to the Board.

Director Pennartz agreed to pick up the out-of-state candidates from their hotel and take to the interview site (Bonneville House), as well as return them to their hotel after the interview. With regard to the proposed luncheon with the department heads and reception with the Chamber of Commerce, she noted such is a good ideal and conveyed agreement to their inclusion on the itinerary.

Director Lau highly recommended members of Fort Smith Regional Chamber of Commerce Board of Directors also be provided an opportunity to conduct a short interview with the city administrator candidates.

February 18, 2016 Special Meeting

Directors Lorenz and Pennartz conveyed opposition to the recommendation citing the selection of the next city administrator is a decision ultimately determined by the City of Fort Smith Board of Directors; therefore, concern was expressed that input from an outside source could maintain a negative connotation.

Director Catsavis inquired the anticipated transition time from the time of selection and when the selected candidate will assume the role of city administrator.

Mr. Baenziger advised such will depend solely on the candidate selected; however, most typically with such a high-level position, a selected candidate will provide at least a thirty (30) day notice to his/her current employer. Due to such, he anticipates a transition time of approximately thirty (30) to forty-five (45) days.

There being no further business to come before the Board, Catsavis moved that the meeting adjourn. The motion was seconded by Settle and the members all voting aye, the Mayor declared the motion carried, and the special meeting stood adjourned at 7:56 p.m.

APPROVED:

MAYOR

ATTEST:

CITY CLERK