

**July 13, 2021**

**Special Called Meeting**

1) Mayor Garwood called the meeting to order.

2) Roll Call

- Mayor Burke Garwood and Commissioners Diana Elrod, John James, Jim Swayne and Misty Webb were all present. Also, present were Brooke Moses and Alison Bull.

3) New Business

a. Selection of Applicant Finalists for City Manager

- Honna Rogers from MTAS presented a new spreadsheet which adjusted Russ Blair's score slightly. She re-evaluated the tied scores and adjusted them likewise. She suggested that it's open to the board's ideas of their top candidates. They want to be looking for no more than 4-5 interviews with maybe 1-2 alternates to evaluate. Rogers opened the floor for the board to make comments about the candidates.
- Commissioner Elrod said that her top candidates are Kevin Helms, Russ Blair, James Gallup, Eva Valentine and Brian Trammell. Elrod thinks that reliability is important in order for the City to gain stability. Elrod said that relocation is a cost that would add to the city and bring in a new person which could be good/bad depending on what the citizens want. Public presentation is important because going forward she wants them to be involved in the community.
- Commissioner Swayne said that his top candidates were Kevin Helms, Eva Valentine, Marcy Krum-Tinsley, James Gallup and Russ Blair.
- Commissioner Webb asked Brooke if she could reach out to the other candidates and get their resumes and cover letters if they hadn't submitted them yet to make it a level playing field. Brooke said she's happy to do that. Commissioner Webb said that her top candidates were Blair, Helms, Granum, Eva Valentine, and Brian Trammell.
- Commissioner James said that his top candidates were Martin Granum, James Gallup, Russ Blair, Marcy Krum-Tinsley and Brian Trammell.
- Mayor Garwood's top candidates were Gallup, Helms, Granum, Lyons and Blair.
- Rogers said that Blair has 5 votes, Gallup and Helms have 4. She said there are three who have received overwhelming support and that they're also pretty easy driving distance, as well. She said that Granum is trying to move back to this area as his wife is from here.
- Commissioner Swayne asked and confirmed that all these candidates know the salary range.

- Commissioner James said that he thinks Marcy Krum-Tinsley would be a good candidate in order to grow the City. Commissioner Swayne said he believes that she and Granum were paid higher than we were offering in their previous jobs.
- Commissioner James said that he heard her husband was a retired police officer and they were looking to move South.
- Rogers said that Russell Blair had 5 votes, Kevin Helms and James Gallup had 4, and Eva Valentine, Brian Trammell and Granum had 3 votes. Rogers said that Granum is further away so if they wanted to use him as an alternative, they could always do a round of interviews and then if you want to expand it, you can bring him in later.
- Commissioner Swayne suggested doing an initial phone interview for Granum.
- Rogers suggested keeping Granum as an alternate.
- Mayor Garwood said he thinks Helms looks like a good candidate with his experience.
- Rogers said if you were to pick Granum to come in, you need to decide on if you're going to pay his way to come in here.
- Commissioner Elrod asked if it was possible to do a phone interview with Granum.
- Rogers said that it's preferable to interview everyone the same way but that it's certainly the board's choice on how they want to handle it. She said that it's good to bring candidates in, too, so they can see the City.
- Commissioner Swayne suggested using Granum as a backup.
- Mayor Garwood asked if Gallup would genuinely want to move to the City with his family situation.
- Mike Tallent with MTAS said that if relocation is going to be a requirement, then it needs to be stated up front.
- Commissioner James asked if we would need to have another meeting if one of them drops out. Rogers said we could re-evaluate if too many dropped out.
- Commissioner Elrod said that there are eight candidates with votes. Krum-Tinsley and Lyons could be alternates.
- Rogers asked what 5 they wanted to interview.
- Commissioner Webb said they need to decide on if they want to bring Granum in. Rogers said they could simply invite him if they wanted to interview him and see if he'd be willing to pay his own way. Commissioner James asked what the protocol typically was. Commissioner Swayne said that they had flown candidates in before. Commissioner Elrod said if the board is serious about interviewing him, they need to bring him in. Rogers asked if he was high enough on the list to want to do that. Commissioner James said he believed he was. Mayor Garwood did a roll call on if the board wanted to bring Granum in. Everyone said yes.
- Rogers asked if they were comfortable having no alternates. Commissioner Elrod said that yes, she is comfortable.

- Rogers said the next item is the residency requirement. Commissioner Swayne said that he believes the candidate should live within city limits. Commissioner Elrod said she believes a 5-mile radius from city hall would be best. Mayor Garwood agreed that a 5-mile radius would be good. Commissioner Webb said that she agreed with Commissioner Swayne that city limits would be best.
- Rogers asked if they wanted to sign a set amount of time for the candidates to move. Commissioner Swayne said that he thinks 6 months isn't long enough. Tallent asked if everyone was good with 12 months. Mayor Garwood took a consensus, and everyone was okay with the requirement being that the next city manager will have to live within 5 Miles from City Hall at 701 Tennessee Ave. Etowah, TN 37331.
- Mayor Garwood asked if someone renting an apartment during the weeks and going home on the weekends is an option. Commissioner Webb said she believes they need to live here full time. Commissioner Swayne said maybe they will look at a candidate and have a bit of leniency on the time frame depending on their situation. Commissioner Webb said that 12 months gives them plenty of time to get moved and situated. She said if they hadn't found anything in 12 months, they could re-assess.
- Commissioner Elrod asked about relocation assistance. Commissioner Swayne and Mayor Garwood said they'd never ran into that situation before. Commissioner Elrod said she thinks we should have some type of relocation assistance. Rogers said she thinks that might be some sort of request or negotiations. Some never use it and some do.

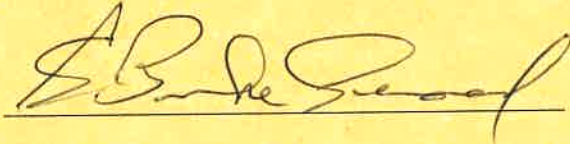
#### b. Discussion of Interview Process

- Rogers said that it was up to the board how they wanted to schedule the interviews and tours. Mayor Garwood said in the past they've seen how the candidates' schedules lined up and then tried to schedule a couple a day. Rogers said she would get with Brooke to schedule tours and interviews.
- Tallent asked if the board wanted the candidates to do the personality evaluation. Everyone said yes. Rogers asked if they wanted them all to do it or wait until the top few. The board said they wanted them all to take it. Mayor Garwood asked how long the evaluation would take. Rogers said it would probably take a week or two.
- Rogers said she would go ahead and start scheduling the candidates for the personality assessment, interviews and tours.
- Commissioner Webb asked if Rogers would get with Moses on the candidates who weren't willing to move within the 5-mile radius and Rogers said yes.
- Rogers asked if the board wanted to host a reception for the candidates. Commissioner Swayne said maybe when they were narrowed down to two.
- Rogers said that she was happy to send the board a listing of sample interview questions and she asked them if they wanted her to come out before the interview and train them on the interview process. Commissioner Elrod said yes and that it had been discussed the last meeting with Rogers that the board was interested in doing that.

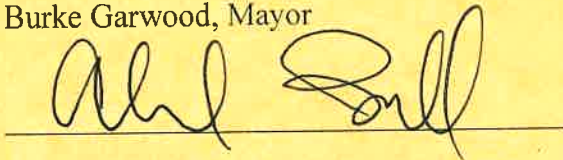
- Rogers asked if there were anymore questions. Moses asked if the interviews had to be open meetings. Rogers said they do have to be open and they'll be advertised.

4) Adjournment

Mayor Garwood made a motion to adjourn. Commissioner Swayne seconded. All Ayes.

A handwritten signature in cursive script, appearing to read "Burke Garwood", written over a horizontal line.

Burke Garwood, Mayor

A handwritten signature in cursive script, appearing to read "Alison Bull", written over a horizontal line.

Alison Bull, Recording Secretary