

1 **PROVIDENCE CITY COUNCIL MEETING MINUTES**

2 **Interviews for the city manager position**

3 **September 27, 2019 6:00 PM**

4 **Providence City Office Building,**

5 **164 North Gateway Drive, Providence UT**

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7 **7:30 AM Welcome and introduction of the interview panels:** Instruction and information will be given to the  
8 interview panels.

- 9 • Mayor Drew explained that after our discussion about the interview process, the council will go into  
10 closed session for the interview panels. We will not be taking questions or comments from the public.
- 11 • Mayor Drew introduced the panelists:
- 12 • Chad Wooley, City Attorney [who will join the City Council panel].
- 13 • Citizen's Group Panel: Kathleen Alder; Dan Turner, civil engineer; Chad Checketts; Mike Liechty, Cache  
14 County School District; Ralph Daniels, Spring Creek Water Master; Blake Parker, realtor; James Swink,  
15 Cache County Attorney.
- 16 • Staff Panel: Beth Munson, City Treasurer; Rob Stapley, Public Works Director; Shane Hansen, Cemetery  
17 Sextant and Parks Director; Sheyler Gunnel, Recreation Director; Jeff Myers, Water Department; Jason  
18 Hamblin, Streets Supervisor.
- 19 • City Managers/Former Mayors Panel: David Zook, Nibley City Manager; Craig Giles, Smithfield City  
20 Manager; Alan Luce, North Logan City Administrator; Don Calderwood, former Providence mayor; Randy  
21 Simmons; former Providence mayor.
- 22 • Mayor Drew said that after the interviews, each panel will rank the candidates. We will then come back  
23 together to discuss the results.
- 24 • Mayor Drew said that each group needs to ask the same questions of all the candidates so that we are  
25 consistent.
- 26 • Greg Cox, Logan City Human Resources Director, spoke about appropriate questions for the interview:
  - 27 • Don't ask personal questions.
  - 28 • Questions should be job related, experience related, or education related.
  - 29 • We should ask the same questions of each candidate, but we are allowed to ask a follow-up  
30 question based on each candidate's answer.
  - 31 • G Cox said that he likes to know why they want the job and what they bring to the job.
  - 32 • We should not discuss protected classes: Race, religion, national origin, age, etc.
  - 33 • K Eck asked if we should give the candidates time to ask questions of us. G Cox said that this is  
34 fine.
  - 35 • G Cox said that many candidates, when asked to give a specific example, will instead talk about  
36 theory.
- 37 • Mayor Drew explained that we had 27 applicants. We had two sets of video interviews. The four  
38 candidates that we are interviewing today are all from the state of Utah.
- 39 • S Bankhead said that an HR person will go with each group.

40 The open meeting was closed at approximately 7:50 AM.

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42 **8:00 AM Closed Meeting.** Four applicants will be interviewed for the position of city manager.

43 **Executive Session Notice:**

44 The Providence City Council may enter into a closed session to discuss pending or reasonably imminent litigation as  
45 allowed by Utah Code 52-4-205(1)(c).

46 The Providence City Council may enter into a closed session to discuss professional competence or other factors  
47 allowed by Utah Code 52-4-205(1)(a).

48 The Providence City Council may enter into a closed session to discuss land acquisition or the sale of real property  
49 Utah Code 52-4-205(1) (d) and (e).

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51 Minutes prepared by Jesse Bardsley

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John Drew, Mayor

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Skarlet Bankhead, City Recorder

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