

Meeting of: COLUMBIA HEIGHTS CITY COUNCIL
Date of Meeting: JULY 11, 2017
Time of Meeting: 5:30 PM
Location of Meeting: CURTIS RAMSDELL ROOM, PUBLIC SAFETY BUILDING
Purpose of Meeting: SPECIAL WORK SESSION

CALL TO ORDER/ROLL CALL - The meeting was called to order at 5:33 PM

Present: Mayor Schmitt, Councilmembers Murzyn Jr, Williams, Buesgens and Novitsky
Also Present: Walt Fehst, City Manager; Kelli Bourgeois, Human Resource Director/Assistant to the City Manager; Scott Nadeau, Police Chief; Jim Hoeft, City Attorney

1. Interim Appointment Process

The council discussed whose authority is it to appoint the interim and permanent police chief. Consensus from the council was that given current Charter language the Mayor is to make those appointments.

2. Discussion of hiring options for the Police Chief position

The council agreed upon the following schedule and process:

Interim Police Chief Appointment:

- Mayor sits down with Chief Nadeau to discuss Interim Police Chief options (week of July 17th)
- Mayor interviews Interim Police Chief Candidate (week of 17th)
- Mayor presents Interim Police Chief Candidate to the City Council (week of 17th)
- City Council interviews Interim Police Chief Candidate (week of 24th)
- Interim Police Chief appointment is formally made on July 27, 2017
 - Chief Nadeau and Interim Police Chief complete the appropriate POST notifications
 - It is asked that the Council and staff do not make comments in public about the appointment until this official action is taken on the 27th
- Must have an interim appointment made by the 27th in order to have continuous Chief Law Enforcement Officer (CLEO) coverage per POST requirements

Permanent Police Chief Appointment

- Consensus by the City Council to look internally to hire for the permanent Police Chief position
- Mayor, City Council, and Police Officers interview the internal candidate prior to a final determination being made
 - Interview questions vetted through Human Resources
- Mayor makes a conditional job offer (assuming all previous steps go well)
 - Candidate must complete an updated background, psych, physical, and drug test before a formal job offer is made

Other Related Topics:

City Council discussed looking into establishing a Public Safety Department; there was consensus that this was a good concept to investigate but now wasn't the time to do so.

Meeting Adjourned at 6:18 PM

Respectively Submitted,

Kelli Bourgeois, Human Resource Director/
Assistant to the City Manager