

MINUTES

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SPECIAL
COMMISSION MEETING
CITY OF HOLLY HILL, FLORIDA

JANUARY 17, 2008

1. CALL TO ORDER

A. Roll Call

Mayor Via called the meeting to order in the Commission Chambers at City Hall, 1065 Ridgewood Avenue at approximately 6:00 p.m. Attending with Mayor Via were Commissioners John Penny, Rick Glass, Mark Reed and Liz Towsley.

Also attending were the following staff members: City Manager Joe Forte, Chief Building Official/Interim City Manager Tim Harbuck, Public Works Director/City Engineer Chris Hurst, Finance Director Kurt Swartzlander, Human Resources Director Diane Cole, Community Development Director Doug Gutierrez, and City Clerk Valerie Manning.

Attending: Colin Baenziger, consultant

B. Invocation

Mayor Via delivered the invocation.

C. Pledge of Allegiance to the Flag

2. AUDIENCE PARTICIPATION
Regarding items not on the agenda.

Maureen Monahan, 215 – 5th Street, shared her concerns about Monday's special meeting and what the Mayor and Commissioners said and would really want them to listen to what happened on Monday and hope that what they said could be changed a little bit pertaining to a City Manager wanting to live here. Ms. Monahan asked if the Commission could take their time in making their selection and hopes that the public will also be involved along the way.

3. DEVELOPING THE RECRUITMENT PROFILE

Colin Baenziger, with Colin Baenziger & Associates, Consultant, spoke about the process to the Mayor and City Commissioners about hiring a City Manager. Mr. Baenziger handed out some information about factors in evaluating candidates for a City Manager position and briefly discussed them with the Commission and then went over the proposed project schedule/date with them. The Mayor and City Commission discussed some criteria that they would like to see within the selection process for each candidate. Mr. Baenziger will meet with the Commission individually when he has the finalists narrowed down and that is in his proposal. Mr. Baenziger mentioned that he will give the Mayor and Commission all the names of the applicants and the

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resumes, for purposes of public records, some Commissioners like to see the resumes as they come in and what he typically does is once a week, on Friday, e-mail everything that they have received that week to the City Clerk or the Human Resources Director.

There was consensus from the Commission to only see the list of finalists and then if at that point they are not satisfied with the list of finalists, they would ask to see more. The Commission agreed that on Friday's it would be good to see the list of candidates with their name and where they are from.

4. ADJOURNMENT

The meeting officially adjourned at approximately 7:25 p.m.

Attest:

City of Holly Hill, Florida

Valerie Manning
City Clerk

Roland D. Via
Mayor

Florida Statutes 286.011 and Government-In-The-Sunshine Manual

"The minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" as stated in F.S. 286.011, contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."

A verbatim copy of Sunshine Law meetings (e.g. City Commission meetings/workshops/Agency meetings and CRA meetings) are available upon request to the City Clerk during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.