

**CITY OF WILLIAMS CITY COUNCIL**

**SPECIAL EMERGENCY MEETING  
ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 1**

**JANUARY 25, 2016  
COUNCIL ACTION**

***I. PROCEDURES:***

- A. Call to Order  
Mayor Moore called the meeting to order at 7:00 p..m.
- B. Roll Call  
Mayor John Moore, Vice Mayor Don Dent, and Councilmen Craig Fritsinger, Bernie Hiemenz, Frank McNelly, Lee Payne and James Wurgler were present and constituted a quorum. Present from City Staff were Public Works Director Kyle Christiansen, Finance Director Keith Buonocore, and City Clerk/HR Director Susan Kerley.
- C. Adopt Agenda  
Councilman Fritsinger made a motion to adopt the Agenda as presented. Councilman McNelly seconded the motion, and it carried 6-0.

***NON-CONSENT AGENDA ITEMS***

- II.*** A. Council will accept resignation of City Manager Brandon Buchanan, effective February 19, 2016: J. Moore  
Councilman Payne made a motion to accept the resignation of City Manager Brandon Buchanan, effective February 19, 2016. Councilman Hiemenz seconded the motion, and it carried 6-0.
- B/ Council will discuss the appointment of an Interim City Manager and the recruitment process for the City Manager position, and may instruct Staff on how to proceed: J. Moore  
Mayor Moore introduced this item, saying that he had thought about waiting until Thursday's meeting, but there's not a lot of time to arrange for an interim City Manager so they will have time to spend with Brandon before he leaves. By meeting tonight, Council can start the discussion on how to recruit a City Manager - by using a headhunter or performing our own process of advertising and recruiting. We might need an interim Manager for three to four months while we find a City Manager. Mayor Moore asked Susan Kerley, HR Director, for input on an interim Manager.  
Susan Kerley said that a professional with City Manager experience to lead Staff and maintain the status quo while communicating with Mayor, Council, and Staff would be desirable. She suggested that, because of many recent changes which have all been positive improvements, staff members might benefit from a period of status quo and an opportunity to sort of catch their breaths and get on top of the changes that have been implemented.  
Two questions emerged: Would Brandon Buchanan be available to answer questions for an interim City Manager after he leaves? Should Brandon Buchanan sit in on interviews? Mayor Moore said that Brandon has assured him he will be available to answer questions. Councilman Fritsinger pointed out that, while having a current employee participate in the hiring of a future employee may seem like a

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**PAGE 2**

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good idea, it often seems to interfere with the process and has backfired on him in the past. He sees Brandon Buchanan as an integral part of the process to select an interim City Manager but not in the selection of a longer-term City Manager.

Vice Mayor Dent asked Susan Kerley to contact the AZ League for information on the recruitment of an interim Manager so that a report could be made to Council at Thursday's meeting.

Mayor Moore asked if Council would be amenable to a committee, comprised of a couple of Council members, Susan Kerley, Brandon Buchanan and himself, accomplishing this in order to locate someone as quickly as possible. Council members replied affirmatively. Mayor Moore asked Councilmen Fritsinger and Wurgler to work with those named above to make arrangements to interview candidates for the interim position.

The consensus on hiring a head-hunting firm or doing our own recruiting for a longer-term City Manager was to do it ourselves because we're really thorough in our process.

Councilman Wurgler suggested that Council hold off on making any decisions on methods of recruiting a City Manager.

Mayor Moore's intent was to briefly discuss this issue tonight and to get the process rolling to secure an interim City Manager.

**III. ADJOURN:**

Councilman Wurgler made a motion to adjourn, and it was seconded by Councilman Hiemenz.. The meeting adjourned at 7:27 p..m.

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Mayor John Moore

ATTEST:

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City Clerk