

**ASHLAND CITY COUNCIL
SPECIAL STUDY SESSION
MINUTES
May 25, 2023**

Mayor Tonya Graham called the meeting to order at 5:03 p.m.

Mayor Graham, Councilor Hyatt, Bloom, Dahle, Kaplan, DuQuenne, and Hansen were present.

1. Public Input

2. Review of City Attorney Hiring Process & Candidate Profile Draft

Erik Jensen from Jensen Strategies explained the City Attorney Position Profile would be used for the recruitment brochure as well as rating the interviews throughout the process. He provided a brief overview of the document.

He went on to explain the City Attorney Recruitment Hiring Procedures document. Once council adopted the position profile and the hiring procedures, Jensen Strategies would develop a brochure and advertise the position nationally in the private and public sectors. Mr. Jensen would work with Pam Beery and Paul Elsner, retired attorneys, and conduct preliminary interviews. Council will select the finalists during an executive session on July 24, 2023. Jensen Strategies would acquire reference and background checks. Finalist interviews were scheduled for August 7, 2023 and will consist of two panels, one with city management and department heads and another with local city attorneys. Council will interview the finalist that afternoon. The following day, Jensen Strategies will debrief with council and facilitate the deliberation process.

Councilor Hyatt confirmed the council panel interview would be considered a public meeting due to quorum. Councilor Dahle confirmed Jensen Strategies would have enough time for the hiring process. Councilor Kaplan noted the finalists' names would be made public and expressed concern about candidate privacy and suggested an alternate process.

Councilor Hansen and Bloom left the meeting at 5:20 p.m.

Council consensus agreed to strike the public announcement at a public meeting. Staff will bring the final profile and process to be formally adopted at the June 6, 2023 business meeting.

3. Adjournment of Study Session

The Study Session adjourned at 5:24 p.m.

Respectfully Submitted by:

Attest:

City Recorder Melissa Huhtala

Mayor Tonya Graham