

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 11, 2024**  
**6:30 PM, City Hall and Remote**

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**1. CALL TO ORDER:** Mayor to call the meeting to order at 6:30 p.m.

**PRESENT**

Councilmembers Dave Cox, Michael D. Johnson, Pat Rice, Lucy Lauser, and Chuck Oldfield

City Attorney Robert Muth, City Administrator Leana Kinley, Community Development Director Ben, and Deputy Clerk/Treasurer Anders

**2. CHANGES TO THE AGENDA:** Updated the agenda items before 6:30pm on 9/10 to separate the determination of the job description from the hiring method for the City Administrator position.

**3. COUNCIL BUSINESS:**

a) **Discuss and Determine City Administrator Job Description** - City Administrator Leana Kinley presents the attached memo for council discussion and staff direction. Any changes will be brought back to council for formal approval at a future meeting.

Consensus was made to separate the job descriptions of City Admin & Clerk Treasurer, but consider the new hire fulfilling both rolls.

b) **Discuss Hiring Method for Administrator Position** - Council to discuss methods for hiring the next administrator. Options include hiring an outside employment agency or in-house. Some agencies specializing in local government recruitments include Prothman, Strategic Government Resources (SGR), GMP Consultants, Raftelis, and others.

There was consensus to hire an outside agency to help with recruitment and hiring.

Staff was instructed to develop a draft scope of work to be presented to council at the next meeting, prior to being used to shop the various agencies available.

**4. ADJOURNMENT** - Mayor adjourned the meeting at 7:37 p.m.

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Scott Anderson, Mayor

Date