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MINUTES OF THE PROCEEDINGS  
OF THE BURLINGTON, IOWA CITY COUNCIL

Special Meeting No. 5  
March 17, 2008

The Burlington City Council met in Special/Executive Session at 4:05 p.m. with Mayor Ell, Council Members Davidson, Scott and Thomas present. Council Member Murray was absent for the closed executive session.

SPECIAL MEETING NOTICE ACKNOWLEDGED

Introduced by: Scott Seconded by: Davidson

MOTION: To go into Executive Session for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session as per State Code, Chapter 21.5.1 (i).

(VOTE: 4 - AYES )

CARRIED

Introduced by: Davidson Seconded by: Scott

MOTION: That the Executive Session be adjourned and Council go back into Special Meeting.

DISCUSSION: None.

(VOTE: 4 - AYES )

CARRIED

DISCUSSION ITEMS:

1. Interview Dates

DISCUSSION: The City Council determined interview dates for the week of March 31, 2008 through April 4, 2008 for the position of City Manager. Interviews will be held each day at 4:00 p.m. at the RiverPark Place, Alliant Energy Room. All present had opportunity to speak and nothing additional was filed in the office of the City Clerk.

2. Interview Schedule and Other Related Matters

DISCUSSION: It was the consensus of the City Council that a tour of Burlington will be given at 9:00 a.m. by the Development Director and the Police Chief each

day with department heads interviewing the candidates at 1:00 p.m. The City Council will interview each candidate at 4:00 p.m. each day at RiverPark Place, Alliant Energy Room followed by dinner at 5:45 p.m. with the City Council in the

Johnson Room and a public forum held at 7:30 p.m. in the Winegard Room. The public forum will be very informal with the candidate telling about themselves and mingling with those in attendance. It was also the consensus of the City Council to have the candidates and their wife or significant other stay at the Comfort Suites Motel and Conference Center and provide reasonable travel/meal expense. The Personnel Director stated that she would be sending each candidate

a packet which would include the following: congratulations letter for being a finalist; employment application; authorization for release of personal

information; interview itinerary and a request for a closed session for their interview. She stated that the City Council will need to set up a meeting at a later date to confirm interview and reference questions. All present had opportunity to speak and nothing additional was filed in the office of the City Clerk.

ADJOURNMENT: 5:38 p.m.

APPROVED: April 7, 2008

Kathleen P. Salisbury, MMC  
City Clerk

William L. Ell  
Mayor

(See tape on file in the office of the City Clerk for complete discussion and documentation of the special meeting portion of the meeting.)