

MINUTES OF THE GOVERNING BODY OF THE CITY OF DIBOLL, TEXAS SPECIAL CALLED MEETING ON TUESDAY, AUGUST 24, 2021, AT 5:15PM, IN THE DIBOLL CITY HALL CHAMBERS.

COUNCIL PRESENT

Mayor Trey Wilkerson, Mayor Pro Tem Daniel Lopez, Councilmembers Benita Sheffield Duffield, Brian Moreno, Charles Moses, Sr., and Ruben Terrazas.

COUNCIL ABSENT: Luis Maldonado

STAFF PRESENT

City Secretary Melissa McCall, Finance Director Sam Durham, and Assistant Police Chief Norman Williams

Call to Order: Mayor Trey Wilkerson called the meeting to order at 5:15pm.

Mayor Wilkerson gave the invocation, then led the Pledge of Allegiance which was recited by those in attendance.

Item #1: The Diboll City Council to discuss and take action on selecting the process for seeking applicants to fill the vacant full-time City Manager position.

Mayor Wilkerson suggested the following timetable to address filling the City Manager position:

1. When to post and close the process – council discussed starting with posting for one (1) month to begin with.
2. We have current Interim City Manager, Keith Wright committed to until the end of November 2021, however he could possibly leave earlier.
3. Type of Job Search - In-House or Hire a job hunter agency, at an estimated cost of \$24,000. If In-House – how to post?
4. Qualifications, skills, experience expected by council.

Councilman Moreno questioned the cost of hiring an agency and asked about possibly getting more bids, to which Sam Durham stated she could do that.

Councilmen Lopez and Moses' past experience hiring a City Manager was discussed and the length of time it took to fill the position – Moses stated pretty quick – about a month.

Mayor Wilkerson stated he had already received 5-6 resumes and thought a month was reasonable. His thought was to obtain numerous applicants and then weed out those the council would interview.

Councilmen Lopez and Sheffield Duffield stated that they believed posting by in-house staff first and price multiple firms in case none of the applicants received after posting in-house were

satisfactory to fill the position. Start with posting on the Texas Municipal League (TML) website first, as well as social media.

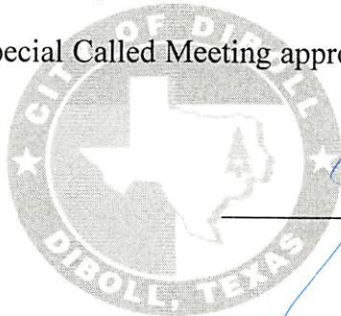
Mayor Wilkerson stated council to meet twice in September – 14th and 21st, so they could discuss in executive session the candidates who apply for City Manager – checking the criteria and quality. He also believed that the job description that Keith Wright had developed looked good but would like to adjust a few items – mainly to remove “10-years of experience” and that prior City Manager experience not be mandated – an Assistant City Manager, Deputy, or someone with upper management experience would suffice.

Ruben Terrazas made the motion to post the City Manager position utilizing the job description Keith Wright drafted, removing the “10-year experience” and updating experience requirements and to post on the TML website, social media, etc. with in-house doing the posting; Daniel Lopez second. All in favor, motion passed.

Adjournment

Mayor Wilkerson called to adjourn at 6:05pm.

Minutes of the August 24, 2021 Special Called Meeting approved by council on this the 14th day of September 2021





Trey Wilkerson, Mayor

ATTEST BY:



Melissa McCall TRMC, City Secretary

STATE OF TEXAS §
ANGELINA COUNTY §
CITY OF DIBOLL §

