

**COUNCIL PROCEEDINGS**  
**Special Meeting**  
**Monday, July 20, 2020**

**CALL TO ORDER:** By Mayor Armitage on Monday, July 20, 2020 at 6:00 p.m.

**PRESENT:** Mayor Armitage, Mayor Pro-Tem Dyer, Weissenborn, Hoogstra, Baker, McRae, City Clerk Terpstra, City Manager Guetschow and City Attorney Hitch.

**ABSENT:** None.

**PUBLIC COMMENT:** None.

**ITEMS OF BUSINESS:**

**A. CONSIDER AUTHORIZING NEGOTIATION OF SEPARATION AGREEMENT CITY MANAGER:**

Mayor Armitage explained that after the last council meeting he met with the City Manager as he is interested in leaving prior to next July as planned. He appreciates the service he has given to the community and wishes to formalize his request. The process is to have council move forward to work with City Attorney Hitch to negotiate a separation agreement with Mr. Guetschow.

Council member McRae conveyed his appreciation for Mr. Guetschow's professional experience. He stated that his depth of knowledge is respected. He has a professional demeanor at all times.

Mr. Guetschow stated that he would not be retiring but continuing to work in the future, however he will be doing something else.

Council member Baker stated that council needs to move forward at this point with preparing an agreement.

Council member Weissenborn asked for a summary for what the proposal would entail and a timeline.

City Attorney Hitch stated he had spoken with the Mayor and that the intention would be to move very quickly. He stated that his obligation is to the council and that Mr. Guetschow was free to obtain his own counsel. He stated that he would prefer to work with one person and his thought would be with the Mayor and then the agreement would be brought back to council in an open meeting.

**Council member McRae moved, supported by Dyer to authorize Mayor Armitage be vested with the authority to negotiate a proposal for a separation agreement with City Manager Guetschow. Carried. 6 Yes. 0 No.**

**PUBLIC COMMENT:** None.

**B. CONSIDER PUBLISHING REQUEST FOR PROPOSALS FOR MANAGEMENT CONSULTING SERVICES:**

Mayor Armitage stated that the City needs to have a system in place for moving forward. There are a lot of job duties that he performs that will create a challenge. He stated that there are also other items that the City Council has identified such as having a site review, job descriptions and helping to develop the best staffing for efficiency. Also a review of the financial and payroll processes. He stated that this will not be able to be carried with current city staff and there will likely need to be additional support services.

He stated that he believes it would be best to have a broad Request for Proposal to see what comes back. City Council may want to then fragment off pieces.

City Manager Guetschow stated that it would probably be better to bring in a firm with interim staffing to figure out what direction

council wants to go before hiring a interim manager. Particularly where there are vacancies in staffing. He also stated that there are other issues to address such as pension and budget that council has identified. Also street improvements, VISION 2025 planning and the review of code enforcement operations.

Mayor Armitage stated that there will be several vacancies with institutional knowledge, however he is optimistic and stated that they need to focus on the positive opportunity it presents. He stated that refocusing is a great potential for a fresh perspective to set the stage for hiring of the next City Manager.

Council member Baker stated that this seems to be the direction to move to be prepared for hiring the next manager.

Discussion was held on firms to send the RFP's out to.

Council member Weissenborn asked what kind of a budget would be necessary for this.

Mayor Armitage stated that there is \$30,000 in the budget for a city manager search and he feels this should be adequate.

Mayor Pro-Tem Dyer asked if it would be possible for any current staff to act as the interim manager.

Council member Baker stated that at this point he does not believe that anyone would be capable or knowledgeable.

Council member Hoogstra stated that she believes this should be moving forward.

Mayor Armitage stated that this will be a very aggressive time period for a lot to be accomplished.

Council member Weissenborn feels that a new director a fresh look in the process will be good.

Council member McRae stated that he supports the fact that new fresh eyes will be important. Someone needs to wrap their arms around the significant stuff with outside views and having one person to connect with from a firm will be good for the City of Charlotte.

Discussion was held on whether the RFP would come before council before it is sent out.

Council member McRae stated that if the manager and mayor send it out the council will have the final say on the work to be performed.

City Manager Guetschow stated that the scope of work will be identified and then the final scope of work to be performed will be negotiated by the council as to what they think they would like done.

Mayor Armitage stated that he feels the RFP will be broad enough for this and would like to have it out by the end of the week. He will provide council with a copy when it is complete.

**PUBLIC COMMENT:**

**Don Sovey**, 106 Kensington Ct., stated that he has provided similar services, however he is not interested. He however knows what is involved and what it takes to do this. He feels council is on the right track with a site assessment and job descriptions. He stated that there will be some big challenges and to ask them to do all at once would probably be too much. He stated that contracting for a site assessment should be a CPA firm. He stated that you can not put a cost on all of this. It will come with leadership. He thanked council for the good work.

**Council member Baker moved, seconded by Hoogstra to adjourn  
at 6:59 P.M. Carried. 6 Yes. 0 No**

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Mayor Armitage

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Ginger Terpstra, City Clerk, CMMC