



MONROE CITY COUNCIL
Legislative Affairs Committee Special Meeting
Tuesday, October 27, 2015, 6 P.M.
Council Conference Room, City Hall

MINUTES

I. Call to Order

A special meeting of the City of Monroe Legislative Affairs Committee was held on October 27, 2015. The meeting was called to order by Chairperson Davis at 6:15 p.m. in the Staff open space area of City Hall.

Council Present: Ed Davis; Kevin Hanford; Jim Kamp
Staff Present: Gene R. Brazel, City Administrator
Public Present: Chad Minnick

II. Approval of Minutes

Councilmember Hanford moved to approve the minutes of the September 15, 2015, and October 13, 2015, Committee Meetings; the motion was seconded by Councilmember Kamp. Motion carried (3-0).

III. Unfinished Business

A. Lobbyist RFP – Proposal Review

Mr. Gene Brazel, City Administrator reviewed the scoring from the RFP scoring sheets completed by each committee member; average scores: Armstrong & Associates (53); Green Light Strategies (56); and Una Wirkebau-Hartt (39).

General discussion ensued regarding the team size of proposal/candidate, proposed fees for services, and next steps – to interview the top two candidates with the full Council.

B. Proposed Interview/Action Schedule

Mr. Brazel reviewed the proposed interview and action schedule: to hold interviews at a special meeting of the City Council on Tuesday, November 10, 2016, 6pm; and schedule approval of a consultant agreement with the chosen candidate for the regular meeting that night, or the following Tuesday. There was general consensus of the committee to schedule the contract for November, 17, 2016. General discussion ensued regarding the special meeting format – each candidate is to be allocated 20 minutes; to include a 10 minute presentation prepared by the candidate and a 10 minute structured question and answer period facilitated by City Council. Staff is preparing interview questions, and Council should email any suggestions as soon as possible.

Councilmember Hanford moved to select the top two proposals (Armstrong & Associates and Green Light Strategies) for interviews with the full City Council on November 10, 2016, 6pm; the motion was seconded by Councilmember Kamp. Motion carried (3-0).

IV. New Business - NONE

V. Other – NONE

VI. Next Committee Meeting (November 17, 2015)

Committee members agreed to cancel the November 17, 2015, regular meeting of the Legislative Affairs Committee.

VII. Adjournment

Councilmember Kamp moved to adjourn the October 27, 2015, Legislative Affairs Committee Special Meeting; the motion was seconded by Councilmember Hanford. Motion approved (3-0).

The meeting was adjourned at 6:34 p.m.