

**POLSON CITY WORKSHOP AGENDA
CITY HALL – CITY COMMISSION CHAMBERS
MONDAY, APRIL 29, 2013, 5:00 P.M.**

ATTENDANCE: City Commissioners: Todd Erickson, John Campbell, Stephen Turner, Mike Lies, Dan Morrison, Fred Funke and Mayor Pat DeVries presiding. City Attorney James Raymond, Human Resource Director Ardrene Sarracino, City Clerk Cindy Dooley. City Manager Search Committee Members: Ruth Hodges, George Mahoney, Steven Eichenbocker, Cindy Dooley. Absent: Jane Erwin

Mayor Pat DeVries called the meeting to order (00:12.27). The pledge of allegiance was recited.

APPROVAL OF PROPOSED AGENDA: (00:18.27) Commissioner Campbell moved to accept the proposed agenda, seconded by Commissioner Turner. Commission discussion: None. Public discussion: None. Motion carried unanimously.

TWO-HOUR WORKSHOP WITH CITY MANAGER SEARCH COMMITTEE: (00:59.66) Mayor Devries turns the meeting over to George Mahoney, he starts the meeting stating that the direction in which the committee would like to head appears to be too expensive. Mr. Mahoney proceeds to turn the meeting over to City Clerk Dooley to explain the situation and findings of the City Manager Committee at this point. City Clerk Dooley suggests introductions are in order before the meeting proceeds, introducing Ruth Hodges, George Mahoney, Steven Eichenbocker, Jane Erwin out today. The first idea tossed around by the committee was to do an executive search using the company by the name of Prothman, located in Issaquah, Washington. This company conducts executive searches for government entities, with work conducted in Washington as well as Montana, with a notable search for the City of Whitefish. City Clerk Dooley spoke to Necile Lorang asking for her opinion on the company and the process, with the bottom line answer from her being that they got a good city manager. Her other comment was, using this company is not cheap. Mr. Mahoney states, the original thought was the total would run the City about \$16,000 for this service, which did not include advertising expenses that will run about \$5,000. City Clerk Dooley states the fee would run about \$15-16,000 with the added cost of advertising and expenses associated with travel and housing for candidates coming on site. The packet is good and the processes are of nice quality and they offer warranties. One being if the City brings the candidates to Polson and the Commissioners do not choose one of them; Prothman will rerun the entire search at no additional cost. The other item they offer is a Guarantee, this being if the City lets the city managers go for cause or he or she leaves, Prothman will re-conduct the search at no additional cost. City Clerk Dooley asks the council what direction they would like to continue in or if the Commissioner would like the Committee to development a process of their own.

(06:12.26) Mayor Devries recollects that the school board did some kind of a background check and wonders if the Cities and Towns provides services in these areas, or does local government in Bozeman, and if the Committee has asked them. City Clerk Dooley mentions that she has talked to M&K Consulting regarding background checks, the company helping with the wastewater treatment plant and the pier; the conclusion being M&K is not comfortable doing background checks for this type of position. M&K did suggest using Joe Geldridge when the time comes. Commissioner Turner asked if the process was kept in house how much this would cost the City. City Clerk Dooley states according to the last search, advertising and travel costs were approximately \$10,000 plus Ardrene Sarracinos' staff time being about \$1,500-\$2,000. Commissioner Turner asks if Prothman established any sort of timeline. City Clerk Dooley states

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yes and refers the Commission to the draft schedule in the Prothman packet. The process takes from 10-14 weeks to complete; the first step is a personal visit from a member of the company, a profile is developed from this meeting, amortizing will begin, closure of the applications, screening, work session and then final interviews. The search is conducted Nationwide, with a direct mailing to all city managers in the Pacific Northwest. Noting that the people who are not looking for a job are the ones you want according the Prothman.

(09:51.90) Mr. Mahoney asked if the City controls the advertising expense. City Clerk Dooley states that the City will get to make the choice. In the packet there is a section that outlines the Prothman recruiting process. Mayor Devries asks if they process background research and the answer was yes. Mayor Devries asked how long ago Whitefish used this company and City Clerk Dooley states it was about three to four years ago. Mr. Mahoney mentioned it will cost about \$16,000 plus another \$10,000 for the other expenses. City Clerk Dooley indicates that the Cities cost for advertisement was about in the past and the remainder was travel costs. Prothman does a lot of their interviews by Skype, which can also be done by the Committee. City Clerk Dooley also outlines the expenses (\$3,000-4,000) from the Prothman pamphlet, advertisement is \$800 - \$1100, direct-mailing is about \$800 - \$1400, plus the background checks and an interview binder for each Commissioner and search committee member; with an approximate total of \$3,000-\$4,000.

(13:25.00) Commissioner Campbell asks Mr. Mahoney what he thinks, he answers stating that he the City has struggled for years to find the right person and conceivably a professional search is the right direction to go; besides, perhaps the committees is not the best qualified to do this type of HR search, where as a professional group is. He thinks this is a good thing to do, but would be better if it was less expensive. Commissioner Campbell agrees that the Company has a lot of advertisement and people connections. City Clerk Dooley reviews the three guarantees; the first is for \$16,500 with a one-year guarantee and two on site meetings, the second costs \$15,500 with a one-year guarantee and one on site meeting; the third costs \$18,000 with a two-year guarantee and two on site meetings.

(15:19.00) Mr. Mahoney states concerns of the committee regarding the term of this form of government, the ten-year charter will soon be up and the worry is that many candidates may not apply because of this. City Clerk Dooley mentions that this point will have to be disclosed and the study will come back on the ballot in 2014. The study is conducted for a two-year period and then will be brought back to the floor in 2016. Disclosure of this event confirmed by Attorney Raymond. Commissioner Turner asked what the committee thinks their timeline would be compared to the direct timeline of Prothman. City Clerk Dooley stated that Committee's thought was to advertise for a month, starting locally, with the ICMA, GFOA and other newspapers; much the same as was done in the past. Direct mailing was not part of the plan. Mayor Devries asks if the Company puts together the job descriptions and processes the mails. City Clerk Dooley states that Prothman would like input from the Commissioner and the Committee to help create the profile of Polson and expectations for the city manager; she refers to the example in the pamphlet.

(19:55.11) Question regarding the method the school district used, the answer is, there was a large corporation that was used. Mayor Devries suggests the Committee follow up with the school board; she also offers to contact Pam to get some insight into their process. City Clerk Dooley suggests that Local Government Services as well as Leagues of Cities and Towns should be able to help with background checks and advertising. Some Commissioners agree that the Prothman proposal is very impressive. On behalf of the Committee, City Clerk Dooley states that

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Prothman will certainly be faster than the Committee and the Mayor remembers how long it took the last time the committee took to complete the process. Ruth Hodges reminds the Commission, if they do not like any of the chosen candidates the Committee would have to start all over again. City Clerk Dooley suggests to the Commissioners to take a good look at the proposal and let the Committee know what they think. Mayor Devries suggests that City Clerk Dooley take a look at the budget and figure out if this is feasible. Commissioner Campbell suggests spreading the expense over many departmental budgets to cover the cost. The general fund as well as the enterprise fund monies can be used, as opposed to just using the general fund to pay for these expenses. All of the departments will benefit from the outcome of this event and it would help to relieve some of the taxpayer burden.

(24:18.88) Mayor Devries asks Mr. Eichenbocker if he has any comments regarding the Prothman Company. Mr. Eichenbocker suggests that the position be offered locally first, if no interest then the Committee can advertise nationally. He calculated this process should take four-weeks, with local advertisement taking two-weeks and interviews the next two-week. Commissioner Lies and Mr. Mahoney like the local advertisement idea, something good to try. Miss Hodges and City Clerk Dooley have concerns with the idea; it will limit the choices, is not their first option and one will wonder what might have been passed up. It is better to do the process all at once, not twice. Mr. Mahoney feels that a professional service will limit some locals from applying. Others on the committee do not agree. Miss Hodges suggests that many members will know a local person and this could put the Committee in an awkward or perhaps legal situation. It is stated that a person can be great on paper but not right for the job. It is suggested that the interview process will help to eliminate this problem. It is known that Prothman does request a written essay at times to help determine the better candidate. Mayor Devries asks if the City does a veteran preference and the answer is yes. The candidates will be considered on merit and military backgrounds will be taken as a priority according to the law. As always, internal employees will be considered first, then the search will go external. The Commission will need to decide if the internal option will be considered, prior to going external for a candidate.

(33:47.13) Commissioner Erickson asks about the relocation cost and whether it is negotiable, the answer is yes. Items that will need to be decided upon at this point according to City Clerk Dooley are: the salary and the standard benefits package. Another item up for discussion is the employment application, the Committee would like to have all the candidates fill out. This is for ease of compiling data, data that could otherwise be difficult to find in resumes that are usually very different. Question from Mayor Devries regarding whether or not the application asks if the candidate has ever been convicted of a felony, the answer is no. It is suggested in the advertisement the fact that a background check will be conducted needs to be disclosed. In the state of Montana if someone is on probation they will need to stipulate that they are a felon, but if they complete their probation they are no longer considered a felon. It is suggested that the application will tailor to suit the City's needs and care will be taken in doing so. Other additions to the applications will be: additional skills, licenses, certificates or any other pertinent jobs. The other item to discuss is the description that was posted in the last search for a city manager; the Committee is looking to create something that is more descriptive as well as more professional looking. The example given as a base is taken from MMIA, for example the physical demands are listed which is something that is required according to the ADA; work environment should also be added. A comparison will need to be done in order to combine the current charter description and the preferred MMIA description.

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(41:31.76) Mr. Eichenbocker states that the current description requires a BA and five years experience, which is good. Does this need to be adjusted? Is a Masters better? Commissioner Erickson considers an [MBAMPA](#) even better and would expect that someone with this kind of investment would be compensated for it. Work experience will have to be considered as well, as it is important also. City Clerk Dooley points out the verbiage stating “desired minimum qualifications”, in the hopes that applicants will read and understand that these qualifications are not mandatory. General guidelines are important. Does the verbiage need to be changed to reflect a lesser qualification? Governmental experience of some sort should be added as a minimum qualification. Does an ideal description need to be added? How much does the experience weigh into the description? What if someone has an MBA fresh out of college? Are they qualified enough? Is someone from Corporate America qualified? The job is managing people and running the City as a business. Someone with business knowledge will run the City more efficiently. The mind set is very different when comparing someone from Corporate vs. a Governmental agency. The suggestion is to say Local Government or Governmental experience. This would cover a wide range. The most preferred type of experience would be Montana Governmental experience. Hospital and non-profits would also have well experienced people. Grant writing experience should be a part of the job description.

(49:24.37) The golf course is a large part of the City and a big asset. Suggested verbiage: Five years of Supervisory experience, Governmental experience a plus, Administrative experience in an applicable field, management of employees (see verbiage in document), and communication (answerable to) with elected officials, accepts and take direction from City Council, see City Manager Duties, special requirements: must be bondable. Suggestion is to take the information home, make notes and return them to City Clerk Dooley. The Charter can be added to, it must go to a vote to change it. All candidates’ questions and ads are to be approved by Attorney Raymond before being released. Attorney Raymond excused. Next meeting schedule? It is suggested that the interview question be gathered by the Committee and asked of all the candidates. Everyone is to work on the position description. Funding needs to be looked into for the Prothman Company. Look into the League of Cities and if the Government has any service they can offer to Polson, such as advertisement and travel savings. Decide whether there will be local advertising first or just go National. Find out if MSU has recruiting options that can help with this process. Turn all notes and ideas in for compiling and dissemination. Consensus from the Committee is asked for by the Commission, regarding the path to take. Salaries from other Cities are being compiled by Director Sarracino. Survey Monkey was put out by Director Sargeant. It was suggested that the Survey Monkey be put on the City web site, making the first question, do you live in the City Limits? Make it a ranking survey. Mayor Devries thanks the Committee for their participation and commitment. Commissioner Erickson offers to share his City Manager evaluation with the Committee. It is noted that the Mayor has the power to negotiate the City Manager contract, per Resolution #973, 2008. Advertisement for the Acting City Manager is on the City website and in the local papers, per City Clerk Dooley. Deadline for Acting City Manager is May 6, 2013 at 5:00 P.M.; with the maximum time being 90 days. All input shall be in by next Monday, May 14, 2013. On the 20th of May the Committee will give their recommendations at the council meeting.

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA: (59:18.53) Question from Heather, she would like to know what is on the table and what kind of budget the City is looking at, it sounds like the budget will be about \$30,000.00.

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That would be the high end of the budget, per Mayor Devries. Timelines are very important and completing this in a timely manner as well as being able to afford spending the extra monies on a professional agency is being considered. A budget has not been set at this time. Elsa Duford asks if the same procedure will be follows as was done with the last Committee; answer is, it is in the works and is being decided.

ADJOURN: 6:20 P.M.

Mayor Pat Devries

Attest: Ardrene Sarracino, Human Resource Director

Attest: James Raymond, Raymond Law Offices, PLLC, City Attorney