



City of St. Francis
Special Search Committee

Monday, May 16, 2016
6:30p.m.

Meeting to take place at the St. Francis Civic Center, 3400 E. Howard Avenue, St. Francis, WI 53235
Room will be posted at the entrance:

Roll Call:

Mayor St. Marie-Carls

Stan Raclaw, Russ Rutkowski, John Vugrinovich, LuAnne Coyne, Alderman Ken Tutaj, Alderman Janis Schandel, Shawn Feier, Alderman Don Brickner, Sue Shafer, Roberta Anderson-Smith, Amanda Bednarski, Larry Kortendick.

Citizens Comments:

Minute Approval: [notes of april 14 meeting](#)

Items for Discussion with Possible Action:

1. Discussion regarding functions, organization, and scheduling. [St Francis Recruitment Schedule 16](#)
2. Confidentiality Agreement [Confidentiality document 2016](#)

Adjourn

PUBLIC NOTICE

- A quorum of the City Council or other City Committees, Boards or Commissions may be present at this meeting. No action will be taken by these groups unless specifically noticed. For information, contact the St. Francis City Clerk ; 481-2300.

**NOTES OF THE SPECIAL SEARCH COMMITTEE MEETING
HELD APRIL 14, 2016, 6:30 PM**

The meeting was called to order by Mayor St. Marie-Carls at 6:34 PM.

Members present: Mayor St. Marie-Carls, Alderman-elect Ken Tutaj, Alderwoman-elect Janis Schandel, John Vugrinovich, Sue Shafer, Stan Raclaw, Russ Rutkowski, Amanda Bednarski, and Larry Kortendick.

Excused: Alderman Don Brickner, Roberta Anderson-Smith, Shawn Feirer, and LuAnne Coyne.

Also present: City Engineer/Director of Public Works Melinda Dejewski, City Clerk/Treasurer Anne Uecker, Special Projects and Code Compliance Officer Todd Willis.

1. Citizen Comments:

None

2. Minute Approval:

This is the first meeting of the committee therefore there are no minutes to approve.

3. Items for Discussion with Possible Action:

1. Discussion regarding functions, organization and scheduling.

(Reference and review of Search Committee guideline document from UW-Parkside – in packet)

The Mayor began the meeting with committee members introducing themselves. She then indicated that Committee Member Kortendick would be the secretary for the citizen side of the Committee while City Engineer Dejewski is the transition liaison for the committee. Also, citizens have expressed concerns about continuity after the Administrator is gone. Alderwoman-elect Schandel stated that she is also concerned about the transition. Administrator Rhode will have vacated the position prior to the new administrator being hired. She inquired about who would be trained on the responsibilities of the administrator. He should pass on the projects he has been working. Committee Member Vugrinovich stated that the new administrator would be experienced and would have the appropriate background to continue the job. City Engineer Dejewski stated that the staff works together to keep the City and the projects underway moving forward. As it was when former City Administrator Voltner retired, the staff will work as a team to make sure everything gets done.

Mayor St. Marie-Carls then discussed the information from UW-Parkside. She stated that before PAA was retained to perform the search for the new administrator, she had worked with UW-Parkside and knew that they had resource material on the protocol for interviews including discrimination and labor laws. She also stated that the Bargaining Committee was concerned with the committee understanding the need for complete confidentiality during the search. She has a confidentiality form which she will forward to all the members to sign. She emphasized that the consultant has a very delineated job which does not educating the citizen committee on interviewing. She is not meaning to insult anyone on the committee by implying that they do not know how to interview, but it is very important to follow the guidelines and maintain complete confidentiality.

Mayor St. Marie-Carls asked if any of the committee members had any questions or issues about the information in the UW-Parkside packet. A number of the items are not applicable any more since PAA is performing the search and assisting in the evaluation of the candidates.

Committee Member Vugrinovich inquired if the position had been advertised yet. The response was not yet. PAA was gathering information for the advertisement. Alderman-elect Tutaj asked who vets the candidates and who performs the background checks. Mayor St. Marie-Carls stated that there also is a credit check on the candidate. City Clerk/Treasurer Uecker stated that the St. Francis Police Department

performs the background check including the credit check. The City can also have one of the financial institutions that works with the City perform an additional credit check.

Alderwoman-elect Schandel asked if anyone had check the references of PAA. City Engineer Dejewski stated she talked with Fox Point who had used the firm 4 times and they were satisfied with the people that PAA helped them retain. There had been one administrator in the Village who just left under mutual agreement who was not placed by PAA. City Clerk/Treasurer Uecker stated Greendale has used PAA and Special Projects Coordinator Willis stated that the City of Bellville had just successfully used the services of PAA to hire an administrator. Alderwoman-elect Schandel was encouraged to hear that the firm had been researched.

Committee Member Vugrinovich inquired if Administrator Rhode ever took residency in the City as he indicated he would do. Mayor St. Marie-Carls stated that his requirement was extended shortly after she took office the first time and then Act 10 removed communities ability to require residency as a condition of employment. She continued that she had a conversation with the City Attorney who indicated that he had seen statements such as “residency preferred” or “relocation costs provided” as part of job advertisements in the past. City Engineer Dejewski clarified that relocation was different than residency and the costs associated with relocation often are an item negotiated in a contract or job offer.

Committee Member Bednarski asked what roll the committee would have in the interview process. She had read the proposal from PAA and the committee was not included. Mayor St. Marie-Carls explained that at the Bargaining Committee meeting, PAA stated that they would work with the community to involve citizens.

Mayor St. Marie-Carls then explained the attribute sheet that she handed out. It is from PAA and they are requesting input on what the 5 most important qualities in both experience and personal traits are for the City. The sheets need to be completed that same night so they can be forwarded to PAA Friday to get the job advertisement ready for publication. Committee Member Rutkowski asked if PAA had commented on the residency issue. Committee Member Kortendick stated that obviously if a candidate from out-of-state is chosen, relocation would be required.

Mayor St. Marie-Carls then explained the process that PAA had presented to the Bargaining Committee. PAA performs a national search and all the resumes/applications are returned to their office. They review the resumes/applications and create “mini-resumes” of every candidate and categorize them into qualified, wild card, and not qualified. All of these are presented to the full Council for review. The full Council selects 8-10 final candidates. PAA contacts these semi-finalists who then get the same set of questions to answer in a short video. These video presentations are again presented to the full Council. The full Council then selects 4 finalists. The 4 finalists have a 2 day interview. On a Friday, the finalists meet with Department Heads, tour the City and attend a social gathering where the Special Search Committee and the full Common Council get to know the finalists in an informal setting. The next day being Saturday, the finalists are then interviewed by the full Council and separately by the Special Search Committee. Once a finalist is chosen, PAA can help with the negotiation of the contract based upon parameters set by the Council.

Alderwoman-elect Schandel inquired about the differences between a City Administrator, City Manager, Comptroller, and the other titles that relate to the position. City Clerk/Treasurer Uecker stated that a City Manager is a position in a different form of government structure. The City of St. Francis does not have a Comptroller position. The City Administrator position is also the Finance Director, Human Resources Director, Economic Development Director, and the other positions listed in Chapter 105 and Charter Ordinance 14 of the City Municipal Code. Committee Vugrinovich added that there is a bridge between the City Administrator and the City Clerk position on the financial parts of the position. Mayor St. Marie-Carls also added that more checks and balances have been added to the financial area by the City Auditors.

Committee Member Raclaw asked about the title that Administrator Rhode had in the Village of Butler which was Village Administrator/Clerk. Mayor St. Marie-Carls explained that the St. Francis Administrator position works with all the departments but in St. Francis, the Council has placed an emphasis on having the Administrator perform the duties of an Economic Development Director and monies were budgeted from the TIF districts in the City to cover some of the salary of the position to reflect that responsibility.

Committee Member Kortendick inquired if PAA had a copy of the new ordinance to help with the job description. City Clerk/Treasurer Uecker stated that PAA was provided the draft job description developed by the Bargaining Committee and Chapter 105 and Charter Ordinance 14. Mayor St. Marie-Carls added that a copy of the current administrator contract would also be provided to PAA.

Mayor St. Marie-Carls was concerned that the City was giving up its negotiating power to PAA. City Clerk/Treasurer Uecker clarified that PAA would only be assisting the City with the contract negotiations which would be based upon the parameters set by the Common Council. Mayor St. Marie-Carls continued that she had some concerns about the videos of the semi-finalists. City Engineer Dejewski clarified that all the semi-finalists would be asked the same questions and that the videos are actually a cost savings measure since it is a nationwide search. The videos allow the Council to see the candidates without the cost of bringing all 8-10 of them to St. Francis.

Mayor St. Marie-Carls stated that the cost to retain PAA is in their contract. It is \$8000 plus expenses. She also stated that the Bargaining Committee recommended the pay range for the City Administrator position to be \$90,000-\$110,000. Alderwoman-elect Schandel stated that there are lots of open positions in the area. Also, other department heads in the City are at a high level and Milwaukee County demands a high level as well. Committee Member Rutkowski stated that other cities may have multiple people performing all the duties listed for the City Administrator which would cost more. The schedule of the interviews was again gone over.

Committee Member Rutkowski inquired who the Mayor was envisioning getting feedback from – the Committee or the Council. Mayor St. Marie-Carls stated that the questions should be consistent and that the Committee is paralleling the PAA process. By utilizing the Parkside model, the Committee can ask all the same questions and can rate the responses to the questions quantitatively. There was discussion on what the best method to rank the candidates would be – rating each candidate or discuss and come to a consensus. It was thought that maybe a hybrid model would work where each candidate's response to each question would be rated and then the Committee would discuss the scores and determine a ranking of the candidates. Committee Member Vugrinovich reminded the committee that they would be picking 2 candidates in case the first choice declines the offer. The question was asked about who was on the committee that chose Administrator Rhode. City Engineer Dejewski responded that committee consisted of Mayor Richards, Sandy Jaskulski, then Council President/Alderwoman Sue Bostedt and Chris Swartz, Village Manager for the Village of Shorewood.

There was discussion on the next date for a meeting and it was decided that the date would need to be reviewed.

Adjourn

A motion was made by Committee Member Vugrinovich, seconded by Committee Member Raclaw to adjourn. Motion carried. Meeting adjourned at 7:54pm.



SCHEDULE FOR ST. FRANCIS CITY ADMINISTRATOR RECRUITMENT PROCESS

4/13-City Committee Meeting w/Mayor to Review Position Attributes and Position Announcement Outline

4/14-Ad Hoc Mayoral Search Committee Reviews Position Attributes and Provides Input

4/19-City Council Approval of CA Pay Range for Position Announcement

4/25-Position Announcement Finalized

4/25-Position Announcement Postings Made

4/25-5/20-Applications for Position Accepted

5/25-Applicant Mini-Resumes Sent to Mayor and City Council and 3-4 Members of Ad Hoc Mayoral Search Committee for Review

6/6-Mayor and City Council Review of Mini-Resumes and Selection of 8-10 Semi-Finalists (Closed Session held either before or after regularly scheduled CC meeting)

6/7-6/16-Semi-Finalists Prepare Video Interviews

6/20 (or Special CC Meeting)-Mayor and City Council Review (3-4 Members of Ad Hoc Mayoral Search Committee to Participate) Video Interviews and Select Finalists (Closed Session)

6/21 (or Day after Mayor/City Council Select Finalists)-Finalists Notified

7/15-7/16-Finalists Come to St. Francis for Interviews with Mayor and CC/Other Scheduled Activities (Ad Hoc Mayoral Search Committee Members will participate in Interview Process)

7/18-City Council Approves Contract with New City Administrator

8/15-Approximate Start Date for New City Administrator

City of St. Francis
Special Search Committee Confidentiality - Document

The Mayor's Special search committee, which includes Council members as well as citizens, is documenting that all members ensure compliance with Confidentiality in the process of selection of a new City Administrator. This would include all meetings, materials, records and activity with the firm PAA and the process of any part Mayor's Special Search Committee activity and participation. This includes all applicable State laws and ordinances, U.S. Department of Labor requirements and anti-discrimination laws.

You cooperation is appreciated. Please accept our thanks for your willingness to participate.

I _____ as a member of the Special Search Committee will maintain confidentiality when applicable and not pass on any materials or copies and/or discuss any and all applicants, letters, evaluation, correspondence outside of designated search committee meetings and activities.

I understand this agreement is crucial to the search process—as well it is also important that all activity and assessments made by committee members are based on job-related concerns and facts.

Search Committee member Name: _____

Signature: _____

Completed: _____ Date