

**CITY OF TWO RIVERS CITY COUNCIL
CITY MANAGER RECRUITMENT AND SELECTION COMMITTEE
Thursday, January 9, 2025
7:00 p.m.
3rd Floor Committee Room, City Hall**

Call to Order

The meeting was called to order by Committee Chairman Scott Stechmesser at 7:02 p.m.

Roll Call

Committee Members Present: Mark Bittner, Bonnie Shimulunas, Scott Stechmesser and Adam Wachowski. Committee Members Absent: None.

Also Present: Gregory Buckley, City Manager; Kassandra Paider, Finance Director. Kevin Brunner of Public Administration Associates (PAA) was in attendance via video conference.

Conference Call/Discussion with Kevin Brunner, PAA, Regarding City Manager Recruitment and Selection Process; Review Executive Search Checklist

Mr. Brunner led a discussion regarding the recruitment and selection process, following the checklist attached to these minutes.

During that discussion, the following matters were agreed upon by consensus:

- Committee Chair Scott Stechmesser will be PAA's primary point of contact with the City
- City Manager Buckley will provide information on City organizational chart, budget, photos and other materials to be used by PAA in assembling the recruitment materials
- City Manager Buckley will provide PAA with contact information for the committee members
- There will need to be 3-4 meetings between the committee and PAA as the recruitment profile and materials are developed and finalized
- Target date for a new City Manager to start work is July 14, 2025; Mr. Buckley's planned retirement date is August 8, 2025, so that will allow for a four-week overlap
- PAA will utilize a survey tool to identify qualities that Council members, department heads and members of the community desire in a new City Manager: that survey will be made available on-line for all members of the community
- PAA will talk further with the committee on matters including educational and work experience expectations for the position, salary and benefit package, residency expectations, relocation assistance
- In addition to a written position profile, PAA will produce a video on the community and the position, with introduction from Council President/Committee Chair Stechmesser
- PAA's outreach for candidates will include professional associations, graduate programs in public and business administration, and direct outreach to 100-150 prospective candidates

--PAA will assist in providing the Committee with a recommended group of semifinalists, providing an in-depth reference report on each semifinalist

--The Committee wishes to include emotional intelligence assessments on each semifinalist candidate, to be provided through PAA

--A group of finalist candidates (likely 4-7 finalists) will be invited to Two Rivers for a two-day community visit and assessment center, tentatively targeted for Friday, May 30- Saturday, May 31. This will include community tours and meetings with department heads on Friday, a community reception on Friday evening and interviews with the City Council plus other assessment activities on Saturday.

--PAA is available to assist in negotiating an employment agreement with a top candidate, provided that any written employment agreement will be the responsibility of legal counsel specified by the City Council

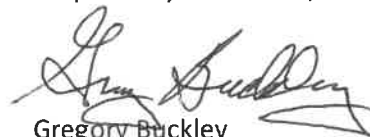
Mr. Brunner indicated that, based on the target date for filling the position, recruitment will begin in mid-March.

Mr. Brunner will be in touch with Chairman Stechmesser and Mr. Buckley about scheduling the next committee meeting.

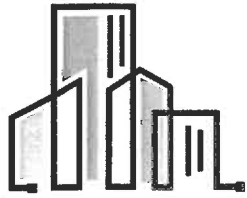
Adjournment

Mark Bittner moved, supported by Adam Wachowski, to adjourn the meeting at 8:28 p.m. Motion carried by voice vote, without dissent

Respectfully Submitted,



Gregory Buckley
City Manager



Meeting with City of Two Rivers-Recruitment/Selection Process for Next City Manager

January 9, 2025

Executive Search Checklist

- 1) Review/Discuss General Search Process and Outline for Recruitment /Selection Schedule
 - City Liaison with PAA
 - Target Date for Getting New City Manager On-Board (Will Determine Schedule)
 - Selection Committee and City Council-Preferred Meeting Dates
 - City Council, City Staff and Community Participation
 - Potential City Administrator Assessment Center Tools (writing exercise, emotional intelligence assessment, community meet and greet, community tours, public presentation, others?)
 - Candidate Reference Reports
 - Final Background Check (Criminal and Financial)-City Responsibility

- 2) Common Council and City Staff Assessment Tool and Survey
 - City Council and City Staff Assessment Tool and Survey
 - Discuss Education and Experience Requirements
 - Discuss Top Skill, Abilities, Attributes and Personality Traits
 - City Council Personal Interviews Desired?
 - City Staff and Community (?) Input
 - Past City Manager History in Two Rivers

- 3) Review PAA Needs for Position Announcements & Position Profile
 - Skills, Abilities and Attributes

- Two Rivers (All Funds and CIP), Financial Audit Information, Org Chart, Number of Employees (FT and PT), TIDs, Comp Plan and Strategic Plan
- Future Challenges/Opportunities for Next Manager
- City Council President Video Announcement
- Need for City Still Photography and Video Content-Establishment of Project Dropbox and/or Google Drive File
- City Manager Hiring Salary Range-PAA to Provide Survey
- Standard Fringe Benefits (Need for Employee Manual-Copies to be Sent to Finalists)
- Other Fringe Benefits to Highlight
- Residency? and Moving Expenses (Residency Encouraged?) and Relocation Expenses
- Employment Agreement-PAA to Negotiate on City's Behalf? PAA PAA Preference for Evergreen Agreement/ICMA Model

4) Next Steps

- Develop Recruitment/Selection Schedule
- Conduct Assessment-Community Input Desired?