

MINUTES OF THE DECEMBER 12, 2015 MEETING OF THE CLARKSVILLE TOWN MANAGER SEARCH COMMITTEE

A meeting of the Clarksville Town Manager Search Committee was called to order on December 12, 2015, at 8:40 a.m. in the Executive Conference room of the Clarksville Municipal Center Administration Building by Jim Kenney

Members Present: Jim Kenney, Cary Stemle, Paul Fetter, Tim Hauber, Don Slone, Roberta McLemore and Council Elect A.D. Stonecipher. **Members Absent:** John Gilkey

Advisory Members: Brad Cummings and Brian Kaluzny (not in attendance).

Approval of Minutes: Minutes from the 2013 Town Manager Search Committee were e-mailed to all members prior to this meeting for review but no action was taken.

Mission: Jim Kenney opened the meeting informing the committee of the original mission that was discussed from the 2013 meetings. It was agreed that the mission for the committee will remain the same - *To select three to five candidates for the Town Council to hire a qualified town manager.* Paul Fetter stated that the Committee should also be attentive to the South Clarksville Plan in the selection process.

Professional Assistance: Discussion was held on receiving professional assistance from outside firms that specialize in hiring government officials. These firms submitted proposals in 2013. Jim Kenney will ask them to resubmit updated proposals and he will bring back to the next scheduled meeting for review. The committee will review the proposals with the Town Council at the work session to be held January 18, 2016.

Town Manager/Council Roles and Relationships: In 2013 the committee also discussed organizing an orientation session for the Council with Orville Powell, Senior Advisor for IMMA and Professor at the Indiana University School of Public and Environmental Affairs. The objective of the session was to help Council Members better understand the roles of both the Manager and Council in this form of government, the Manager/Council relationships and delegated authorities and ways the Manager can bring value that exceed his costs. Orville Powell has since retired, so his replacement will be contacted and asked to work with us in developing this session.

Job Description, Salary, and Hiring: Several job descriptions were gathered previously and then compared to each other and also referenced to Indiana Code pertaining to Town Managers. More work will be done to fine tune a Job Description following the Orientation Session. The salary range for this position in 2013 was believed to be \$90,000.00 to \$120,000.00 before benefits. A sub-committee of Paul Fetter, Roberta McLemore and Jim Kenney will review the 2015 revised salary data. They will be assisted by Clarksville resident Brian Fisher who has worked in the past in the compensation consulting field with Mercer, a global leader in the compensation field.

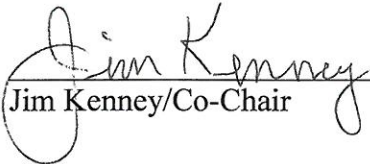
This Committee's goal is to be ready to post the position by the end of March with hiring by the first of July.

Budgeting: Roberta McLemore inquired about the budgeting of the initial cost during the pre-employment process. Items such as travel, lodging and other expenses will need to be approved from the Town's appropriations to pay candidates expenses during the interview process. Also the cost of outside professional contracts will need to be included in the budgeting process. The possibility of an additional appropriation process will need to be done in order to pay the salary of the Town Manager.

Meeting Date: The next meeting is scheduled for Saturday, January 9, 2016 at 8:00 a.m. in the Executive Conference room of the Administration Building, 2000 Broadway, Clarksville, IN 47129.

Adjournment:...There being no further business to come before the Committee at this time, the December 12, 2015 meeting of the Clarksville Town Manager Search Committee was adjourned at 9:27 a.m.

Minutes approved by the Clarksville Town Manager Search Committee on 1-9-2016


Jim Kenney/Co-Chair


Cary Stemle/Co-Chair

MINUTES OF THE JANUARY 9, 2016 MEETING OF THE CLARKSVILLE TOWN MANAGER SEARCH COMMITTEE

A meeting of the Clarksville Town Manager Search Committee was called to order on January 9, 2016, at 8:00 a.m. in the Executive Conference Room of the Clarksville Municipal Center Administration Building by Jim Kenney

Members Present: Jim Kenney, Cary Stemle, Paul Fetter, Tim Hauber, Don Slone, Roberta McLemore and John Gilkey. **Members Absent:** none

Advisory Members: Brad Cummings and Brian Kaluzny.

Executive Search Consultants Proposals: Jim Kenney opened the meeting with discussion on four proposals that were e-mailed to all committee members prior to this meeting. The proposals were from firms that specialize in executive searches for municipal governments. The firms are The Novak Consulting Group, Strategic Government Resources, GovHR USA and Colin Baenziger & Associates. All proposals are priced in the range of \$21,000.00-26,000.00. Two committee members, Paul Fetter and Don Slone have taken on the task of calling on references of the four firms being considered.

Once a firm is selected their first task will be to interview Council Members, Department Heads and Committee members to determine what is expected from a Town Manager position. From these interviews a job profile will be developed.

At the next scheduled meeting on January 16, 2016, the committee will discuss and review the firm's proposals and narrow the search down to two. The committee will take the two proposals to the Town Council meeting on January 19, 2016 for approval to contract with an Executive Search firm and approval for funding.

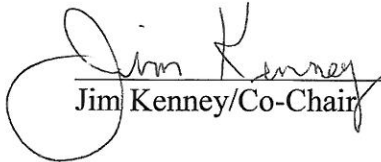
At the next scheduled meeting on January 23, 2016 the committee will then video interview with the two prospective firm's to decide which firm's proposal to bring to the council for final approval on the February 1, 2016 meeting.

Orientation: Dialogue has begun with Mark Levin at Indiana University's School of Public and Environmental Affairs and Senior Advisor for the Indiana Municipal Management Association. Mr. Levin has formed a panel made up of Town Managers and Town Council members who have experience in Town Government. The primary focus of the orientation is to discuss the role of the Manager and Council in Town government, the relationships and delegated authorities between the two and how the Manager can bring value that exceeds his costs. On February 6, 2016 the Town Council will be invited to attend the session, listen to the panel and to ask questions of the members of the panel. This will help guide the Council on how the job description of the Town Manager will be defined.

Approval of Minutes: Minutes from the December 12, 2015 Town Manager Search Committee were approved at this meeting with John Gilkey abstaining since he was not in attendance at the December 12th meeting.

Meeting Date: The next meeting is scheduled for Saturday, January 16, 2016 at 8:00 a.m. in the Executive Conference room of the Administration Building, 2000 Broadway, Clarksville, IN 47129.

Adjournment:...There being no further business to come before the Committee at this time, the January 6, 2016 meeting of the Clarksville Town Manager Search Committee was adjourned at 9:10 a.m. - *minutes Approved 1-16-2016*



Jim Kenney/Co-Chair



Cary Stemle/Co-Chair