

RECORD OF PROCEEDINGS

Minutes of Special Meeting

Meeting

www.pjpettibone.com FORM NO. 10148

Held August 5, 2015

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The Council of the City of Milford met in Special Session in the Harry Hodges Conference Room at 745 Center Street at 4:00 p.m. on August 5, 2015. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

Roll Call: Present: Mayor Howland, Vice Mayor Lykins, Mr. Brady, Ms. Brewer, Ms. Evans, Ms. Hinnners, Mr. Pittman.

Ms. Howland turned the meeting over to Jeff Wright. He introduced the two gentlemen from Management Partners, Kevin Knutsen and Doug Plunkett then asked if they would like to present their background and qualifications to City Council.

Mr. Knutsen indicated that he is the current Regional Vice President of Management Partners, a company he helped to found in 1994 for the sole purpose of assisting municipalities and cities find quality upper level administrators. He stated that they have qualified staff and a huge network at their disposal to assist with the task at hand.

Mr. Plunkett stated that he is the Special Advisor assigned to the City of Milford. His background is that before working with Management Partners, he was employed as the City Manager for Granville, Ohio for many years and still resides in that area. Mr. Plunkett distributed a packet of papers to City Council that included questions requesting their input and their expectations in the search for a City Manager. He stated that his plan is to interview each and every member of City Council and all Department Heads within the next couple of weeks to gather their thoughts on what constitutes a great City Manager and their input in the development of the Community Profile which will be available to candidates for the position.

The timeline Mr. Plunkett discussed included having the advertisement for the position in the papers by the end of the month. He would like to have a proof of the Community Profile on hand for Council to review within two weeks. Mr. Plunkett stated that in the meantime, he would begin networking immediately seeking those individuals who might be a good fit for the City Manager position or those that might know of someone who might be interested in it. Applications will only be accepted until September 25th and they will begin the 'weeding out' of unlikely candidates at that time.

Ms. Hinnners asked how far the 'net' would be spread; locally, regionally or nationally.

Mr. Plunkett stated that all of the above would be appropriate. He said they will begin within a tri-state region of Ohio, Kentucky, and Indiana including Michigan at the onset then go farther away as the search warrants. His intent is to have 8 viable candidates by mid-October. They will then narrow the search to 5 candidates and will have complete background and credit checks performed on those individuals. Mr. Plunkett stated that he will solicit City Council for interview questions.

From that point, Mr. Plunkett intends to have these candidates available for at least 2 interviews as they narrow the field. He suggested that final interviews would be held during the first of November and an offer of employment would come from these interviews. The hire date for the new City Manager would then be January 1st, 2016.

Ms. Hinnners stated that although Ms. Holbrook is perfectly capable of running the City, Pam might prefer a closer date of hire.

Mr. Plunkett stated that Management Partners can provide an interim City Manager if that is the will of Council but he has heard only great things regarding the current Assistant City Manager and feels she can handle the job very well.

Mr. Pittman asked if there was any way to speed the process up.

Mr. Plunkett said there really isn't any way to speed up the process unless we can tighten up the interview schedule. His concern is that if we proceed more rapidly we could sacrifice quality for expediency. He indicated that if he needed to return to the City on a weekend to meet with Council, he would be available.

Ms. Howland stated that following correct procedures is key and that the City is ready to accept whatever protocol he suggests.

Mr. Pittman wondered if taking part in the interviews would constitute a breach in the Sunshine Laws and it was agreed among Council members that it would not.

Mr. Plunkett indicated that at the end of the Council and department head interviews he would begin on the Community Profile so that a draft would be available before the next meeting of Council on August 18th.

Ms. Howland asked if perhaps Council could meet in Executive Session on September 1st to discuss where they were on the process. It was agreed that Executive Session would be held at the conclusion of that meeting.

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At this point Mr. Wright brought up the opportunity for another JEDD. He indicated that he had received a telephone call from the Law Director of Miami Township asking if the City would be interested in entering into a JEDD agreement with them. The land Miami Township is considering for this JEDD is in the SR 28 corridor. Mr. Wright stated that there could be two 4 story buildings erected to house medical and business offices for a total of 350 jobs.

Mr. Wright outlined the JEDD process including the Public Hearings that would need to be held in both areas; Miami Township and the City of Milford. He indicated that there could be an opportunity to also capture the construction company payroll in the JEDD.

Council indicated that the possibility of another JEDD was very positive and should be pursued.

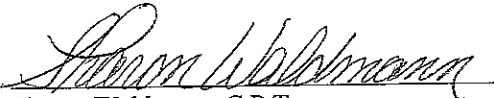
New Business:

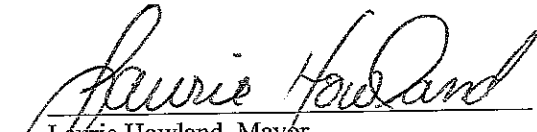
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An Ordinance authorizing an Agreement with Management Partners for consulting services regarding the hiring of a City Manager for the City of Milford. Ms. Brewer made a Motion to Suspend the Rules and Read by Title Only; seconded by Mr. Pittman. All voted yes. Mr. Pittman made a Motion to Adopt the Ordinance; seconded by Mr. Lykins. All voted yes.

Adjourn:

There being no further business to come before the City Council; the meeting was adjourned at 4:27 p.m. with a Motion from Mr. Pittman; seconded by Mr. Lykins. All voted yes.


Sharon Waldmann, C.P.T.


Laurie Howland, Mayor