

MINUTES

MINUTES
SPECIAL
COMMISSION MEETING
CITY OF HOLLY HILL, FLORIDA

JANUARY 14, 2008

1. CALL TO ORDER

A. Roll Call

Mayor Via called the meeting to order in the Commission Chambers at City Hall, 1065 Ridgewood Avenue at approximately 12:00 p.m. Attending with Mayor Via were Commissioners John Penny, Rick Glass, Mark Reed and Liz Towsley.

Also attending were the following staff members: City Manager Joe Forte, Public Works Director/City Engineer Chris Hurst, Finance Director Kurt Swartzlander, Human Resources Director Diane Cole, and City Clerk Valerie Manning.

Mr. Forte informed the Mayor and City Commission that they were here today to select or not to select a consultant to go through the hiring process of a new City Manager. Ms. Cole is here to help answer any questions; she has reviewed all three proposals. Any discussions or questions that they may have should probably go to Ms. Cole. There were three proposals turned in: Slavin Management, Eugene Miller, and Colin Baenziger & Associates. Once a consultant is selected, they will pick another date where the Mayor and Commissioners will meet with the consultant and go over what their priorities are for hiring a manager and get him started as soon as possible.

Diane Cole, Human Resources Director, gave a brief summary of what all three proposals offer in the recruitment profile. They look at management traits that the Commission is looking for; personal traits; in depth background checks; the consultant will speak to the various Chambers of Commerce, and the media. In their proposals, they come with a guarantee so for some reason the candidate that the Commission selects would resign within that first year the consultant will go ahead and do the process all over again at no cost to the City. The consultant will assist in negotiating the contract with the candidate and they also establish performance goals with the Commission for the City Manager.

2. AUDIENCE PARTICIPATION
Regarding items not on the agenda.

Jim Legary, 342 Burleigh Avenue, shared his concerns with the Mayor and Commissioners about the emphasis on finding a management consultant to search the country for somebody to replace Mr. Forte and he would very much like to see if they couldn't find somebody locally and the emphasis be on that and get somebody that is familiar with this area and its situation.

Maureen Monahan, 215 – 5th Street, shared her concerns with the Mayor and Commissioners and mentioned that she doesn't like any of the options offered. Ms. Monahan mentioned any of the three choices is very expensive; there are other ways that it can be done. Ms. Monahan suggested to take out an advertisement, within Ms. Cole's industry and within her position she also has to follow a set of ethics, regardless of the fact that she will be working for this person, she still would have to follow a set of ethics; Ms. Monahan suggested the City take an ad out.

3. SELECTING A CONSULTANT FOR THE HIRING OF A NEW CITY MANAGER

There was some discussion amongst the Mayor, City Commissioners, and staff at this time for the selection of a consultant. There was some discussion on the City's reserve; the various journals that the ad for the City Manager can be placed in.

Mayor Via mentioned that he felt uncomfortable with the City doing the process themselves and that hiring a consultant would be better; Mr. Miller is less money but Colin Baenziger has other good options; would like to see a City Manager who has experience with Florida; there is a unique opportunity if they were to go with Colin Baenziger.

Commissioner Reed mentioned the two articles that were in the paper recently and how it talked about the Commission be divided and though they may not agree on some things, that this is absolutely a time where the five of them have to act as one person and try to do what's best for this City and not for them or their cause. Commissioner Reed that one of the proposals mentioned not to act impulsively and he agreed with that; he appreciates Ms. Cole's experience and education but he doesn't think she is the right person for the job – it has to do with hiring her boss. Commissioner Reed's preference for a consultant is for Eugene Miller.

Commissioner Glass mentioned that his preference is for Eugene Miller as well and allow staff to help if needed.

Commissioner Towsley mentioned because the Commission has had so much disagreement with the City, personally they shouldn't use Eugene Miller because they are going to have the same feeling. Commissioner Towsley mentioned she understands Ms. Cole's position in trying to help with the process; Commissioner Towsley mentioned that she does agree that they have to go with an outside consulting firm and she liked Slavin Management because they do go to the eastern seaboard, it's not just Central Florida or Florida and they are diverse in their selection.

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Commissioner Penny mentioned that selecting the right person is the ultimate goal for this Commission and the person who is hired needs to be a product of this Commission working together like Commissioner Reed said earlier. Commissioner Penny mentioned that he would like to go outside for a consultant; he liked Colin Baenziger.

Mayor Via mentioned that he liked Colin Baenziger but his second choice would be Eugene Miller. There could be a fourth option and that could be to use Mr. Miller as the Interim City Manager. *(after some discussion there was consensus to keep Tim Harbuck as the City's Interim City Manager)* Mayor Via mentioned that Colin Baenziger can start January 16th if selected.

Mr. Forte informed the Mayor and Commission that once the process starts, there are given timeframes so its done in a very precise process; it doesn't drag out long unless they do it in-house and that can tend to be dragged out longer. Once the process is started, the consultant has a set schedule on how they are going to fill it.

The City Commission agreed to select Colin Baenziger as the consultant for hiring a City Manager.

*Commissioner Glass made a motion to **APPROVE** Colin Baenziger as the City's consultant for hiring a City Manager, seconded by Commissioner Penny*

Ms. Cole informed the Mayor and City Commission that she will contact Mr. Baenziger today and he will get started right away but will want to meet with the Mayor and Commission before he gets started on the recruitment profile.

There was consensus to have Mr. Baenziger come and meet with the Commission on Thursday, January 17th at 6:00 p.m.

Mr. Forte informed the Mayor and Commission that they should have a list of criteria for Mr. Baenziger; he may have a list but the Commission sets the criteria – the Commission determines what that criteria is going to be.

The motion **CARRIED** 5-0 unanimously: Glass – Yes, Penny – Yes, Reed – Yes, Towsley – Yes, Mayor Via – Yes

Criteria that was discussed amongst the Mayor and City Commission: 1) City Manager to live in Holly Hill 2) the possibility of providing a house that the City owns in lieu of certain compensation 3) salary 4) background checks 5) possible CRA knowledge

The next meeting will be Thursday, January 17th at 6:00 p.m. with Mr. Baenziger to establish the criteria.

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4. ADJOURNMENT

The meeting officially adjourned at approximately 1:05 p.m.

Attest:

City of Holly Hill, Florida

Valerie Manning
City Clerk

Roland D. Via
Mayor

Florida Statutes 286.011 and Government-In-The-Sunshine Manual

“The minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term “minutes” as stated in F.S. 286.011, contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting.”

A verbatim copy of Sunshine Law meetings (e.g. City Commission meetings/workshops/Agency meetings and CRA meetings) are available upon request to the City Clerk during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.