SPECIAL MEETING OF THE CITY COUNCIL

CITY HALL, Fifth Floor

6801 Delmar Blvd.

University City, Missouri 63130

**March 30, 2017**

**5:00 p.m.**

1. **MEETING CALLED TO ORDER**

At the Special Session of the City Council of University City held on the fifth floor of City Hall, on Thursday, March 30, 2017, Mayor Shelley Welsch, called the meeting to order at 5:01 p.m.

1. **ROLL CALL**

In addition to the Mayor, the following members of Council were present:

Councilmember Rod Jennings *(arrived at 5:11pm)*

Councilmember Paulette Carr

Councilmember Steven McMahon

Councilmember Terry Crow

Councilmember Michael Glickert

Councilmember Bwayne Smotherson

Also in attendance was Interim City Manager, Charles Adams

1. **APPROVAL OF AGENDA**

Councilmember Glickert moved to approve the agenda; the motion was seconded by Councilmember Carr and the motion carried unanimously.

1. **RFP for City Manager-Executive Search Firm – Discussion and Vote**

Mayor Welsch opened the discussion regarding the RFP for an Executive Search Firm related to the vacant City Manager’s position as requested by Councilmember Smotherson and Carr.

Councilmember Carr stated that at a previous meeting; Council voted and authorized her to put together a draft RFP for an Executive Search Firm so that Council could move forward with the process. She stated there are a lot of things in limbo right now; Chief Adams has a limited amount to time so the current arrangement can’t go on forever. The process will probably take about 4 months. The changes between draft 4 and draft 5 were mostly formatting; some spelling and the removal of one sentence because it asked about bringing the candidate in for oral presentations. Most if not all of the recommendations that Councilmember Carr received were addressed in draft 5. She requested any additional changes be sent to her. Councilmember Carr found 4 or 5 Executive Search firms from the City Manager ICMA magazine that she would recommend sending the RFP to. She stated that Council should also have a discussion on budget; but first to get the proposal finalized. Mayor Welsch opened the floor for discussion.

Councilmember Glickert said the draft looked fine to him; he had some questions with formatting and spelling with the earlier version but those issues were taken care of in draft 5. He said Councilmember Carr did a very good job and he is wholeheartedly behind this and would like to move on.

Councilmember Carr thanked Ms. Reese for helping with the formatting issues.

Mayor Welsch stated in section V. item 1; it appears a word is missing “Each respondent shall need to demonstrate that, within the past thirty-six (36) months, have worked” it should read they have worked or it has worked. Hearing no other comments, the Mayor asked for the motion to approve draft 5 with the requested amendments?

Councilmember Smotherson made a motion to approve draft 5 of the Executive Search firm RFP; the motion was seconded by Councilmember Carr.

Councilmember Crow requested that as the process moves forward; if typographical and/or spelling errors are found that review by Council is not needed. If members have people in their Wards who do proofreading for a living, it would not harm Council to have them review the file just in case something is missed.

Councilmember Carr stated that normally the City’s RFP’s go out with a cover page and picture. She asked how the Council felt about the adding the cover page? The Mayor asked Mr. Adams if it would be possible to do this and Mr. Adams stated that Tina had already prepared the RFP including the cover page; which she will update once the final changes from Council are complete.

Councilmember Smotherson asked out of curiosity, where would the RFP be sent specifically…do we know? Councilmember Carr replied she thought the best place was in the magazine for ICMA. There were (5) advertisement’s, that some of you will recognize;

1. Gov HR
2. Bob Murray and Associates, experts in executive search
3. Management Partners
4. The Mercer Group
5. Ralph Anderson & Associates

There could be others but these are the ones she picked.

Mayor Welsch asked if an ad would also be placed in the ICMA bulletin or up on their website, she believes this is how it’s done now, saying that the RFP is available and to contact us to get a copy.

Councilmember Carr stated if everyone is alright with draft 5, she would like to give this to Chief Adams to pass along to our HR person. The Mayor stated that would be fine. The RFP will also go up on our website and also in the section where we send out proposals to people and groups who have signed up to receive them. The Mayor asked if there were any other suggestions? If Council knows of any other firms that you would like to recommend please make sure you get that information to Mr. Adams. Hearing no other comments, the Mayor called for the vote.

Roll Call Vote Was:

Ayes: Councilmember Carr, McMahon, Crow, Glickert, Smotherson and Mayor Welsch

Nays: None

Councilmember Jennings was absent

Councilmember Carr stated that Council needs to set aside some funds for this and as mentioned earlier; there’s probably some money in the City Manager’s budget for consultants. Based on her research she found the cost of an executive national search for this area had cost about $23 thousand, plus an additional $3 thousand dollars for candidate travel and/or incidentals; just so you don’t have sticker shock. Assuming that costs go up and the price of travel goes up a bit, she would propose that Council set aside $25 thousand dollars for an executive search consultant and $5 thousand dollars for travel and other incidentals. This does not mean Council has to spend this amount but at least we will have it set aside.

Mayor Welsch asked Mr. Adams if he knew how his Consultants budget line item looked or how much he had left in that line item? Mr. Adams stated that Tina (Finance Director) had reviewed the budget and there is $20 thousand in Consulting Services for economic development available and there is an additional $20 thousand in Grant Writing that had not been expended, so the money is there. Mayor Welsch asked if Tina could send Council information on where she would suggest the money come from and also if there’s any money in Council’s budget for this. There might be a budget line that could be useable. Mayor Welsch asked Councilmember Carr if she was making a motion to go $25 and $5 thousand? Councilmember Carr replied yes unless someone else feels like that is an under estimate?

Councilmember Carr made a motion that Council set aside $25 thousand for an Executive Search Consultant with an additional $5 thousand dollars to cover candidate travel and other incidentals. The motion was seconded by Councilmember Crow.

Roll Call Vote Was:

Ayes: Councilmember McMahon, Crow, Glickert, Smotherson, Carr and Mayor Welsch

Nays: None

Councilmember Jennings was absent

Councilmember Carr stated the final item is preparing a resolution for setting aside the money. She asked Mr. Adams if that could be done at the next meeting. Looking at the schedule the RFP should be going out tomorrow and then it would be closing on April 12th. She wants to make sure that we do have the money prior to that.

The Mayor asked if there was anything else on the first topic, hearing none, the second agenda item requested by Councilmember Glickert and Mayor Welsch.

Councilmember Glickert stated this would be a good time to at least start the process of looking for a City Clerk. With that in mind, Councilmember Glickert put together some materials on the job description; including a couple of examples from other Cities that have advertised for a City Clerk. He does not want the process as we understand it with the City Manager to be the same with the City Clerk. Councilmember Glickert stated he believes Council can move pretty quickly with the City Clerk position. Other than help putting the ad together, Council could take it from there. Councilmember Glickert offered to work with the HR person in putting together and placing the ad.

For example the Missouri Municipal League magazine, is one place that comes to mind and also with the Missouri Clerks. He would like to hear Council’s thoughts, but is one item that could be done pretty soon.

Councilmember Crow stated that whoever wants to put together a proposal to bring before Council with a job description and proposal for Council to sign off on; he would be happy to take a look at it sometime in near future. He stated he is not too worried about moving quickly. The prioritization between the City Manager and the City Clerk is vast. There are some limitations with the Interim City Manager that are not there with the Interim City Clerk. But, if a member of Council or a group wants to put a proposal and a job description together for all of Council to review and massage and then put it out; he would be perfectly fine with that. Councilmember Crow stated the responses that he has received from citizens regarding the Interim City Clerk have been exceptionally complementary. He believes it is far more important for Council to restore the creditability in City government by working on the City Manager search. If in fact we move forward on the City Clerk’s position that’s fine but it is important that whoever wants to move quickly, that they provide a working product that Council can edit, change and decide to post or to take our time. His priority is getting the City Manager as quickly as possible with an appropriately detailed search. So the City Clerk position is one of those that he believes is going fine but he is happy to do the search, but it’s not a priority for him.

Councilmember Carr stated that she was going to say just about the same thing. She asked Councilmember Glickert if the job description included in today’s packet was what he planned to use or would a new job description have to be developed? Councilmember Glickert stated this is the one that has been used for a long time, and he would go off of this one right now; but this is in somewhat in an incubator stage. He believes Council has the time; the vote that was just taken for the executive search will take 4 weeks before the firm is decided upon. Council has time to multitask on the City Clerks position. Within the next 4 weeks before the search firm is chosen, Council could put together a job description for a City Clerk and start advertising at least within the next 6 weeks.

Mayor Welsch stated unless members of Council have a concern with what   
Councilmember Crows has suggested; Councilmember Glickert may proceed?

Councilmember Glickert requested the consent of Council to proceed with moving forward with working on a description for all to approve. The Mayor asked if Councilmember Glickert wanted to make a motion or if consensus was okay. Everyone agreed to consensus and there was unanimous agreement for Councilmember Glickert to move forward with working on a job description for the City Clerks position.

1. **Citizen Comments (Total of 15 minutes allowed)**

**Jeff Hales**, 7471 Kingsbury, University City, MO

Mr. Hales stated he wanted to speak on the City Clerk issue. He stated he did not see the rush either, he agrees with pretty much everything Mr. Crow said. From his experience; the City Clerk sitting in front of all of you right now, in the short time that she has been in the position, has been head and shoulders above her predecessor. Again from his experience, she is thoughtful, polite and she is responsive. But most importantly she is responsive.

He stated Council knows how many times he has come before the Council to address issues related to sunshine request and the responsiveness of the City Clerk.

He stated there isn’t any rush, you have a terrific City Clerk sitting right here. The other thing Mr. Hales wanted to talk about was the proclamation on Councilmember Jennings’s Facebook page for Torah Prep School, which he thought was very cool and a very worthwhile thing to do. He stated he had been thinking about this for a long time now, so he went back to review the minutes. He asked why Council is not approving proclamations. He stated proclamations come from the City not from one individual. It’s something that is issued by the City for whomever. He said going through minutes he found, up and until 2010, record after record of proclamations being brought before Council, motions being made, motions being seconded and the proclamations being unanimously approved. He thinks this is how proclamations should work. No one person on the Council should be making a proclamation without the approval of the Council. He would like to see this practice returned.

**Greg Pace**, 7171 Westmoreland

Mr. Pace stated that the last time he addressed this body; he tried to save the City some money and suggested that Council leave Social House alone. He stated Council ignored him and it cost the City well past a half million dollars. He also stated Joyce Pumm had been everything that Jeff Hales said to him. She was responsive, nice and friendly. So he guessed different folks. Regarding the City Manager position, he proposed Council save their money on head hunters; he would like offer up Mr. University City as the next City Manager. Mr. Kevin Taylor; think about it.

1. **Adjournment**

Mayor Welsch thanked everyone for their attendance and adjourned the meeting at 5:20 p.m.

LaRette Reese

Interim City Clerk