

**CITY OF CAMERON
MINUTES
AUGUST 8, 2011**

SPECIAL SESSION

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| Frank A. Buck | P |
| Mark L. Carr | P |
| Dennis M. Clark | P |
| Jerri Ann Eddins | P |
| David Fry | P |

The City Council of the City of Cameron, Missouri met in Special Session on Monday, the 8th day of August 2011, at six o'clock p.m. at City Hall. Mayor Frank Buck led the Pledge of Allegiance to the flag of the United States of America.

Mayor Frank A. Buck presided with the following Councilmembers present: Mark L. Carr, Dennis M. Clark, Jerri Ann Eddins and David Fry. Absent: none.

Present were Interim City Manager Mark Gaugh and City Clerk Barbara J. O'Connor.

Workshop on City Manager Issue – Gary Markenson, Consultant. City Clerk O'Connor introduced Gary Markenson, retired CEO of Missouri Municipal League, who will be assisting Council with the City Manager recruitment. Mr. Markenson began by having Councilmembers complete a point based profile which helped to establish a list of desirable characteristics for the individual who will fill the position. Following is the profile list with results:

Rankings of Importance by Council

High = 3 points, Medium = 2 points; and, Low = 1 point

1. education -11
2. experience -14
3. council relations -12
4. general administrative skills -14
5. written and oral communication skills -15
6. budget/finance technical skills -14
7. human resource skills (fringe benefits and personnel) -10
8. skills in community relations -13
9. skills in inter-governmental relations -11
10. economic development/revitalization -14
11. innovation/major accomplishments -12
12. infrastructure and public works -14

Procedures suggested by Mr. Markenson included re-advertising the position in order to establish a broader scale of applicants. Council indicated they prefer to begin with the eight (8) applications received.

Mayor Buck said he would like for Council to narrow down the field of application from eight (8) to three (3) and proceed with interviews.

Councilmember Carr said the criteria of a local person is important because they would have a vested interest in the City and encouraged looking at the original applications first, then consider expanding the search if no one is chosen.

Councilmember Clark said he would like to see more applications stating the decision Council makes in choosing a City Manager will have a huge impact on the community. It is the responsibility of Council to make the very best selection possible. Councilmember Clark said hiring a local person should not be ruled out either.

Councilmember Fry said he would like to see more candidates and liked the idea of placing an ad in the Missouri Municipal League Review.

Councilmember Eddins said she prefers to look at the applications received, interview and then go from there.

Mr. Markenson said decisions need to be made on the screening process of the applications regarding to narrow down the number. Other issues needing to be addressed:

- Interview questions established with questions assigned (sample questions will be distributed to Council).
- Interviews should be conducted on the same day for all applicants lasting at least one hour.
- Who will conduct the interviews?
- Confidentiality is important for the candidates.
- How to involve news media.
- Contract language.
- Informal time line needs to be established regarding how many interviews will be conducted and when.
- Suggested Council enlist citizens with Human Resources experience to assist with the process. Individuals from the school district, correctional center, hospital etc. They could help with resume review, rankings and interviews.
- Interview at least three (3) applicants and more if need.
- Questions – evaluation sheet, make selection, negotiate contract.
- Ask candidate if they have questions for council

Councilmember Eddins stated she favors involving individuals with Human Resources experience. Council, as a group, will pick the citizens who will participate. City Clerk O'Connor will provide a list of Human Resource professionals who would be willing to assist if chosen for Council consideration.

Mr. Markenson said each involved should have the resumes to review and rank, then meet together with the entire group and compare notes to determine who will be interviewed. Two Human Resource individuals will be chosen at the August 15, 2011 Council Session and an Executive Session will be scheduled at the end of the September 6, 2011 Regular Session.

There being no further business on motion made, seconded and carried, the meeting was adjourned at 7:00 p.m.

APPROVED:

Mayor Frank A. Buck

ATTEST:

City Clerk