



City of Freeport

Managerial Form of Government Transition Committee

City Council Chambers ♦ 524 West Stephenson Street ♦ Freeport, IL 61032

MINUTES SPECIAL MEETING JANUARY 3, 2017

CALL TO ORDER

The special meeting of the City of Freeport Managerial Form of Government Transition Committee was called to order by Chairman Chesney with a quorum being present at 5:00 pm on January 3, 2017 in Council Chambers at the conference table.

ROLL CALL

Present on roll call by Vice Chairman Brashaw were committee members Mayor James Gitz, Alderperson Tom Klemm, Peter McClanathan, Jodi Miller, Art Ross, Patrick Busker, Sally Brashaw, Andrew Chesney, Public Members Todd Weegens, and Chris Schneiderman. Mike Koester and Gary Quinn were absent.

APPROVAL OF MINUTES

Mayor Gitz moved for approval of minutes. Miller seconded the motion. Motion prevailed by voice vote without dissent. Alderman Koester arrived at 5:03.

PUBLIC COMMENTS — AGENDA OR NON-AGENDA ITEMS (LIMITED TO 3 MINUTES PER PERSON)

There were no public comments

APPROVAL OF TIMELINE TO HIRE A CITY MANAGER

Mr. Todd Weegens handed out a Request for Proposal prepared by himself, Chris Schneiderman and Gary Quinn. Chairman Chesney suggested looking at the timetable on page 4 of the handout.

Mr. Weegens stated that the timeline was on target and that they had tried to make dates compliant with those of regularly scheduled Council meetings. He was hoping for immediate Council approval so as to have a search firm lined up by January 30th.

Mr. Schneiderman stated that the timeline “is tight, but feasible”.

Mr. Weegens stated that consulting service firms will see our advertisement on state organizational websites (such as IML and ICCMA).

Mayor Gitz brought up his concerns (Action #9) for the short four-day time period allotted for “Consultant Reviews/ Rating Candidates”.

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Mr. Weegens agreed that it was a short time-frame. He stated that we will go over the applications as they come in. He referred to the fact that they will not all have to be reviewed during that 4-day time frame.

Alderman Koester asked if we should consider having more meetings to cover all the issues.

Chairman Chesney said we would need more meetings. When discussion came to an end, Chairman Chesney asked if there was a motion for approval of the Timeline as presented on page 4 of the RFP.

Alderman Klemm motioned for approval. McClanathan seconded it.

Motion prevailed by voice vote without dissent.

APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL-RFP- TO PROVIDE EXECUTIVE RECRUITMENT CONSULTING SERVICES FOR THE HIRING OF A CITY MANAGER

Mr. Weegens stated that we were off to a good start because we used Rock Island's RFP as the model to ours. He then pointed out a textual revision: "Mayor/City Council" was changed to "Transition Committee".

Mr. Weegens spoke of the scope of services, timetable, and the process that must be followed. He also talked about site visits, cost proposals (page 6, appendix A) and fees expected on phase 1-3. He further explained the need for Replacement Services (if necessary). He stated that most reputable firms should be able to meet these minimum requirements.

Alderman Klemm asked about how to narrow down a large number of applicants.

Chairman Chesney stated that if a large number came in, that effort would be made to narrow down the number of desired applicants to 3-5.

Alderman Busker motioned for approval of the Request for Proposal with the textual amendment. Miller seconded the motion.

Yeas: Gitz, Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester, and Chesney. Nays: none

DISCUSSION OF THE DESIRED QUALIFICATIONS, QUALITIES AND CRITERIA PERTINENT TO THE SELECTION OF THE CITY MANAGER

Handouts were circulated (same handout that was present last meeting) listing some qualifications of a City Manager.

Chairman Chesney stated that a search firm will ask a lot of questions also on qualifications desired of candidates.

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Alderman Koester stated that "They will want to know about pay".

Chairman Chesney stated that they will also want to know the duties and power of their position. He suggested that Roxanne Sosnowski (Legal Counsel to the Committee) will assist on legalities of duties a City Manager is required to handle.

Alderman Busker asked if the new City Manager would be required to live in the city of Freeport.

Mayor Gitz stated that it is not unheard of to require a City Manager to become a resident of the city for which they work.

Mr. Weegens suggested that the Mayor could ask the Department Heads for suggestions of what they would like the City Manager to take over or what the role would entail.

Chairman Chesney suggested that the next 2 meetings should center on the roles of City Manager and the incoming part-time Mayor.

DETERMINATION OF DATE AND TIME FOR NEXT MEETING

The date of January 9, 2017 at 5:00 pm in council chambers, conference room area was chosen for the next regular meeting of the Transition Committee.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Upon motion by Alderperson Koester and seconded by Busker, the meeting was adjourned at 5:35 p.m.

s/ Sally Brashaw

Sally Brashaw, Alderperson and Vice Chairman