

CITY OF VERONA
MINUTES
SPECIAL COMMON COUNCIL MEETING
February 18, 2019
Verona City Hall

1. Mayor Diaz called the meeting to order at 6:00 p.m.
2. Pledge of Allegiance
3. Roll call: Alderpersons Kate Cronin, Sarah Gaskell, Charlotte Jerney, Chad Kemp, Katie Kohl, Christine Posey and Heather Reekie were present. Also present: Human Resources Coordinator Mitch Weckerly and City Clerk Ellen Clark. Alderperson Evan Touchett was absent and excused.
4. Public Comment: None
5. New Business
 - A. Discussion and Possible Action Re: Recruitment of City Administrator

Human Resources Coordinator Mitch Weckerly explained that he will be coordinating the recruitment plan for the City Administrator. He would like to get as much input as possible on what the Council members want from an ideal candidate, so that he can start developing the recruitment materials and screening process.

Mayor Diaz asked for an estimate of how long it will be until we are interviewing and making a selection.

Weckerly replied that we should be able to post and begin recruiting in a couple of days from the time he gets the necessary information from the Council. He believes 30-45 days is a good length of time to post the position. Government agencies can sometimes be at a disadvantage because of the lengthy recruitment process they generally experience, so we don't want to post for an extended period of time. We have a good list of sites on which to post, and we will continue to develop that list. Establishing who will be involved in the selection process, and at what point, and being able to block time off on calendars for the interview process will help move things along. Reference checks can take some time, as well. Four months is a reasonable time frame for the process.

Kohl asked how the interview panel system works.

Mayor Diaz stated that's something that we can determine. In the past, the entire Council has been part of it. Anyone who wants a say in the decision should be given a chance to have a say.

Gaskell stated it is important to have everyone involved. By doing so, however, we may have to trade off involvement with having the process complete in less than six months.

Jerney stated it is important that City staff be involved in the interviews.

Cronin asked if City staff will be involved in the input process, as well.

Posey stated that gathering input from as many people as possible is important so we can find the most important qualities from the beginning. That can then help dictate our process.

Kohl stated in her experience the initial screening process goes well if you use a rating system. That way, we can focus on the candidates for interviews that have the skills and abilities we are looking for.

Weckerly clarified that he will develop a rating scale that can be used by the initial screening group. You can be strategic with rating scales. A minimum could be set, with additional skills or traits identified that would set a person apart from the rest.

Discussion followed regarding determining a start date for the Administrator, as well as where and how interview process will unfold.

The consensus was for the Council to submit candidate qualification input to Weckerly no later than 4:00 Friday, February 22nd, and direct Weckerly to formulate an expedient recruitment process using that information.

- B. Discussion and Possible Action Re: Appointment of Interim City Administrator
The Common Council may convene in a closed session for discussion and permissible action regarding appointment of an Interim City Administrator as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session.

Motion by Gaskell, seconded by Kemp, to convene in a closed session for discussion and permissible action regarding appointment of an Interim City Administrator as authorized by Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the City of Verona. The Common Council may reconvene in open session to discuss and take action on the subject matter discussed in the closed session. On roll call: Alder Jerney – Aye; Alder Kemp – Aye; Alder Kohl – Aye; Alder Posey – Aye; Alder Reekie – Aye; Alder Touchett – Absent; Alder Cronin – Aye; Alder Gaskell – Aye. Motion carried 7-0.

The Common Council convened in closed session at 6:23 p.m. Weckerly and Clark remained for the closed session.

CLOSED SESSION

Motion by Gaskell, second Cronin to reconvene in open session at 6:42 p.m.

Motion by Gaskell, seconded by Kemp, to appoint Adam Sayre as the Interim City Administrator, upon signature of the Interim City Administrator Agreement. Motion carried 7-0.

Mayor Diaz stated this is an interim position, but Adam will be functioning with all the authority of the City Administrator.

6. Adjournment:

Motion by Kohl, seconded by Reekie, to adjourn at 6:43 p.m. Motion carried 7-0.

Ellen Clark
City Clerk