

**CITY OF LAURINBURG
RECONVENED CITY COUNCIL MEETING
JANUARY 17, 2013
W. CHARLES BARRETT BUILDING
305 WEST CHURCH ST.
5:00 p.m.**

MINUTES

The City Council of the City of Laurinburg reconvened its January 15, 2013 meeting on January 17, 2013 at 5:00 p.m. in the W. Charles Barrett Building with the Honorable Thomas W. Parker, III, presiding. The following Councilmembers were present: Mary Jo Adams, Curtis B. Leak, Kenton T. Spencer, Andrew G. Williamson, Jr. and J. D. Willis.

Also present were Harold W. Haywood, Interim City Manager, and Jennifer A. Tippett, City Clerk.

Mayor Parker reconvened the January 15, 2013 meeting on January 17, 2013 at 5:15 p.m.

The Invocation was given by Councilmember Adams.

AGENDA

Mayor Parker explained that he would like for Mrs. Martin to discuss the City Manager hiring process and then discuss the policy for filling Council vacancies.

CRIME AND DRUG COMMITTEE

Councilmember Adams requested that the funding request from Noran Sanford of the Crime and Drug Committee be revisited.

Following discussion, motion was made by Councilmember Spencer, seconded by Councilmember Adams, and unanimously carried to provide funds not to exceed \$500.00 from the Youth Council budget for Noran Sanford's Pilot Program for the Crime and Drug Committee.

CITY MANAGER HIRING PROCESS

Mayor Parker explained that Mrs. Martin would provide suggestions for the City Manager hiring process. He added that because the Interim City Manager was considering applying for this position, the Interim City Manager felt he should be excused from this portion of the meeting. At this point, the Interim City Manager departed from the conference room.

Mrs. Martin discussed the following with regard to the City Manager hiring process:

- Mrs. Martin would conduct the initial screening of applicants to identify basic knowledge, skills and abilities (KSA) and there should be a list of what KSAs Council is looking for.
- She would then screen every resume and present to Council.
- Then phone screens would be conducted and add additional interview questions.
- Next screening would involve tools to identify character and personality strengths.
- Next step would be to conduct panel interviews and make selection.

Councilmember Leak expressed concern that the applicant possess an MPA, finance background or engineering background. He also stated that the contract needs a residency requirement.

Mayor Parker stated that the individual should have experience with Electricities.

Further discussion ensued concerning different traits to consider including emotional intelligence.

A discussion ensued concerning the January 31, 2013 deadline for applications and where the position is being advertised. Councilmember Williamson suggested that the NC League of Municipalities be contacted as a resource.

A lengthy discussion ensued concerning a hiring salary range. Mrs. Martin explained that her research suggested a range of \$97,000.00 to \$115,000.00. She stated that she would not advertise the hiring range but needed an idea of what Council would consider.

Following a poll of Councilmembers, the range of \$95,000.00 to \$105,000.00 was determined to be the hiring range with the option of negotiation.

A discussion ensued concerning desired traits, and the results were as follows:

- Vision
- Emotionally intelligent
- Aggressive with high expectations
- Innovative
- Educational background with best practices
- Current in skill sets and thought process
- Good financial acumen
- Ability to communicate and deliver data to Council
- Servant leadership
- Excellent people/social skills
- Engaged in the community
- Ability to identify talent
- Excellent communication skills

- Needs to work equally with all councilmembers and that the City Manager works at the pleasure of the City Council
- Preferably hold a Master's Degree, minimum of Bachelor's Degree and willing to work on a Master's Degree
- Organizational skills
- Integrity

POLICE CHIEF POSITION/FIRE CHIEF POSITION

Mayor Parker explained that Council does not hire the Police Chief as that action is the City Manager's decision.

A discussion ensued concerning the process for hiring a Police Chief and Fire Chief and the need to have the same traits listed above for the City Manager position for all department head positions.

Mrs. Martin explained that the department heads would be having a retreat on January 29, 2013 to reestablish what the values of the department heads in order to assist the new City Manager in being successful.

She then described the process that would be utilized in hiring the Police Chief, basically the same process as the City Manager position including initial screen, phone screen, background and reference checking.

Councilmember Leak explained that even though the Police and Fire Chief positions had not been advertised, now was the best time to move the Fire Chief position into a full-time position.

Mrs. Martin explained that a job description for a full-time Fire Chief would need to be developed.

Upon question by Councilmember Adams, Mrs. Martin explained that once the Personnel Policy was updated, which would be presented to Council in February, she would be ready to concentrate on advertising the Police Chief position.

POLICY ON FILLING COUNCIL VACANCY

Mayor Parker explained that Council wanted a written policy on filling Council vacancies. He added that although Council has a current policy, it is not written.

Mayor Parker then explained that the Interim City Manager and Brandi Deese would be representing the City at the NC League of Municipalities Goals Advocacy Conference on January 29, 2013.

At 6:37 p.m. Mayor Parker explained that he needed to leave to attend the Lumber River Council of Governments meeting, and therefore, Mayor Pro Tem Spencer was now presiding over the meeting.

Following a lengthy discussion, motion was made by Councilmember Williamson, seconded by Councilmember Willis, and unanimously carried for staff to develop a policy on filling a Council vacancy that allows the resigning member to nominate his or her successor, and allow any other interested person who is eligible to apply. The nominated person and any other interested person or persons must fill out an application to be considered by Council.

DEPARTMENT HEADS PRESENT AT COUNCIL MEETINGS

Following a brief discussion, it was consensus of Council that Department Heads need to be present at all Council meetings when there is an issue in his/her department being discussed by Council.

ADJOURNMENT

Motion was made by Councilmember Williamson, seconded by Councilmember Leak, and unanimously carried to adjourn the meeting.

The meeting adjourned at 6:58 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippet, City Clerk