



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING
Tuesday, January 21, 2020
3:30 p.m.**

Call to Order Mayor Feather

1. Approval of the Agenda

2. Discussion Granite Quarry Charter, personnel policy, and job descriptions

3. Discussion Permanent town manager position and process

4. Discussion Investment of Public Funds

5. Discussion Alternate Dates for Board Retreat

6. Closed Session Pursuant to N.C. GS Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract

Adjournment

PERMANENT TOWN MANAGER PROCESS

TO: Board of Aldermen
FROM: Interim Town Manager, Town Clerk
RE: Permanent Town Manager process
DATE: 1/21/2020



The Town solicited firms last year about the town manager hiring process. Returned:

CCOG	\$ 6,000
Slavin Management Consultants	15,065
Developmental Associates, LLC	16,500
Municipal Solutions	18,900
The Novak Consulting Group	22,000
Colin Baenziger & Associates	26,500

I'm not informed (*nor do I need to be*) on how the firms were chosen or solicited... and to remain objective, I would not offer an opinion on these or any other specific firms regardless.

As a completely objective observation as your interim professional advisor (especially since I have a strong background in HR Assessments in the public sector): the Board needs to know that these were not apples to apples comparisons. **IF** you choose to proceed with an outside firm, I would strongly recommend having a professional (*other than me*) draft a standardized Request for Proposals (RFP) to send to comparable search firms (the Clerk can obtain a list of such firms through NCLM, CCOG, or other professional networks).

Also attached is a process overview of an option CCOG gave the Board last January. **IF** the Board chooses this direction, you would want to follow up with them for updated information.

This discussion has been continued multiple times. Simply to assist the Board with establishing an actionable game plan to move this process forward, the following are potential action items based on the discussions you've had so far:

1. **Search firm.** Issue an RFP to contract with a firm to conduct this process for you.
OR
2. **CCOG.** As a member government, enlist CCOG to conduct this process for you (no RFP needed).
OR
3. **Other.** You've also discussed establishing your own process. Last month the Board asked the Clerk to run an advertisement in the Salisbury Post. She sent an email out recently asking for guidance on the verbiage.

... we are happy to assist with a **Town Manager Search** process. Please let me know what your council decides as to a full or part-time manager as that will play directly into the number and type of candidates you receive for this position. I figure that will factor into the job description and we can help refine that. The approximate salary we discussed yesterday, somewhere around \$65,000 to \$75,000 seems appropriate. Most of the communities of 3,000 and fewer residents have salaries around \$80,000 - \$85,000, with some above \$100k and some closer to \$60k, based on those who responded to NCLM's most recent salary study, but that's not an exhaustive list and doesn't account for how long folks have been in those roles. That said, we're still in a hot economy and the numbers are the numbers when it comes to being competitive. Some of the recently hired managers in our region were Spencer at \$65,000 and Marvin at \$90,000. These don't factor in other aspects of contracts like vehicle allowances and any additional retirement contributions.

Your thinking of 3 months or approximately 90 days is a good estimate for what it will take to get a new manager. We are experienced with executive recruitment and able to provide this service to the Town. Below is the process we propose based on needs and the approximate 90-day timeline.

- Define position and develop a manager profile
- Prepare advertisement and review salary range
- Decide where to advertise, length of time to advertise, and post job ad
- Prepare and send acknowledgment letters to applicants
- Screen applicants – meets qualifications, somewhat meets qualifications, does not meet qualifications – present recommendations to council
- Council selects preliminary candidates from recommendations
- Centralina conducts phone interviews
- Centralina shares phone interview responses with Council with further recommendations
- Council selects candidates for formal interview
- Formal interview – Council determines interview format and interviewers (sounds like an interview with department heads and an interview with council), Centralina contacts candidates, schedules interviews, assists with process as needed, etc.
- Determine level of reimbursement for candidates (travel, lodging, meals, etc.)
- Council selects top candidate
- Background, Reference Checks, Personality Assessments (if desired at this point)
- Hiring decision and negotiating process with final candidate, provide candidate time to transition from previous job (could take candidate 30-60 days)
- Issue press release/ announcement regarding the selection
- Advise any candidates still in the selection process that a new manager has been selected
- Welcome the new manager, schedule appropriate meetings

I got some great information from our meeting yesterday as it relates to the types of experience you'd be looking for from prospective candidates, especially related to growth, strong financial position of the town, outgoing, visible and active in the community, open to collaboration and partnership and experience with grants.

Not yet knowing all the particulars on the process you'd like us to follow, I would estimate roughly \$6,000 for us to complete this search process on your behalf. That also includes us doing the advertising and paying those costs, conducting the background check, writing the press release and other facilitation with the final candidate as needed, as well as coordination with the city on the interview/assessment and candidate preparation process.

We look forward to continuing the conversation and supporting you and your council however we can with this process. Please let me know if you have any further questions.

Kind regards,

Bobby Williams
Project Manger
Centralina Council of Governments

Agenda Item Summary

Special Called Meeting

January 21, 2020

Agenda Item 4

Summary:

At the January 6th Board meeting, the Board asked the Finance Officer for a list of major project costs and to recap her plan for investment with the NC Capital Management Trust. Below is that info and her response:

Current Projects for the Town of Granite Quarry:

FEMA Granite Lake	\$ 487,917
Industrial Dev Fund	\$ 277,800
Town Hall	\$ 300,000
Marple Properties	\$ 95,000
Imminent Sidewalk repairs project	\$ 30,000
Capital Streets & Sidewalks project	\$ 350,000 (financing)
Total	\$ 1,540,717

If I were to invest with the NC Capital Management Trust today, the amount invested would be \$600,000:

- \$250,000 from the matured CD; and
- \$350,000 of idle funds in the Town’s checking account.

The idle funds in our checking account will vary monthly, so this number is subject to change monthly as well.

Action Requested:

For information and any additional discussion / questions the Board may have.

Investment Update

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

Agenda Item Summary
Special Called Meeting
January 21, 2020
Agenda Item 6

Summary:

Closed Session - pursuant to N.C. GS Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract.

Action Requested:

- *Motion to enter into closed session pursuant to N.C. GS Section 143-318.11(a)(5)(ii) to discuss the amount of compensation and other material terms of an employment contract or proposed employment contract.*

- *Motion to return to open session.*

Closed Session

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Doug Shelton	<input type="checkbox"/>
In case of tie:	
Mayor Bill Feather	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>