

SPECIAL TOWN COMMISSION MEETING MINUTES

JULY 25, 2022

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 11:30 a.m.

ROLL CALL

Town Manager Stevens led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Absent

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Hurlburt requested that non-agenda public comments be moved to the end of the meeting.

Vice Mayor de Haseth motioned to approve the agenda as amended. Seconded by Commissioner Wiescholek. Motion Carried – 5-0.

REGULAR AGENDA ITEMS

1. Town Manager Transition Planning

Manager Stevens stated that she had submitted her 60-day resignation to accept a position as Town Manager & Finance Director with the Town of Haverhill and her last day would be September 11, 2022. Her recommendation for transition planning is to work with the Florida City & County Manager's Association Senior Advisors program on the search for a new Town Manager. Their services are free and will provide professionals to assist the Town by developing a time schedule, reviewing the job description and making any recommendations for changes to it, developing a job advertisement, reviewing applications and conducting interviews. Once the initial interviews are completed, they will present the top 10 candidates to the Commission in order of preference, and then the Commission will pick which candidates to interview and place as finalists. The Senior Advisors will also work with the Town on recommendations regarding the process for an Acting or Interim Town Manager.

Manager Stevens formally requested permission to serve as a consultant with the Town of Haverhill. She would flex her hours in Ocean Ridge by working weekends/nights and it would not interfere with her Ocean Ridge duties. **There was a consensus for Manager Stevens to work as a consultant for the Town of Haverhill.**

Mayor Hurlburt read into the record a statement announcing that Manager Stevens would be leaving Ocean Ridge. She was saddened at losing a most hard-working ethical and dedicated Town Manager. Mayor Hurlburt also announced that Town Clerk Armstrong was returning to law school and had given notice. Mayor Hurlburt wished them both well in their future endeavors. Mayor

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Hurlburt announced that Ocean Ridge had hired Kelly Avery as the new Town Clerk with excellent experience.

Mayor Hurlburt stated that she had also reached out to FCCMA for information to assist us in advertising for candidates for an interim manager and also a permanent Town Manager position. Our advisor would be Dan Kleman. The timeline to hire a new Town Manager could be up to 4 months. She presented a FCCMA package that listed the qualifications of their program.

Commissioner Pugh questioned who would be performing background checks, he was also concerned of timelines for achieving a new manager as quickly as possible. Manager Stevens that Ocean Ridge performs background checks for all employees.

Vice Mayor Hurlburt was in favor of using the FCCMA services. She requested that the position be for an "Acting" Town Manager rather than an Interim position. She was also in favor that a bachelor's degree be mandatory. She pointed out that choosing a candidate outside of Florida may involve relocations costs.

Commission Coz was not in favor of requiring a mandatory 4 year for the candidates. He was however in favor of targeting those with experience of small coastal communities.

Commission Wiescholak was concerned of a proposed 4-month timeline for hiring a new permanent Town Manager. He wanted a more fixed time frame. He was in favor of an "Acting" Town Manager rather than an Interim. He would prefer someone with a bachelor's degree, but he did not want to limit a candidate if they had the experience necessary.

Mayor Hurlburt stated that the timeline was a Commission decision, however 4 months is the average. Mr. Kleman had suggested that the Commission not limit themselves, in order to find the best candidate. FCCMA is ready to start at any time. Manager Stevens stated that FCCMA is able to reach out throughout the States and even internationally. They will advertise through FCCMA, Florida League of Cities, and then Ocean Ridge can advertise with Palm Beach Post, along with other avenues.

It was discussed and there was **a consensus to appoint Manager Stevens as a point of contact to work directly with FCCMA.** This would avoid any violations of the Sunshine Law.

The urgency of a timeline was discussed and getting candidates for the Acting Manager as soon as possible. It was advised that the FCCMA package did include 11 Manager's in Training that are looking for permanent positions, and five of them were local. **There was a consensus that within 2 weeks there be candidates for Interim Town Manager.**

The difference of "Acting" vs "Interim was discussed. **There was a consensus to not limit the interim position from being able to apply for the permanent position.** It was discussed if there was anyone internally that could serve as an Acting Town Manager such as the Police Chief. Atty.

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Goddeau stated that Chief Jones could not hold two town positions at the same time: a Police Chief and an "Acting Town Manager.

Atty. Goddeau stated that an Agenda Item could be added to the August 1st, 2022, Commission meeting for further public discussion. The decision needs to be made as a body not individually.

It was discussed to allow FCCMA guidance of the possibility of changing the Job Description to make a bachelor's degree a qualification vs experience. Atty. Goddeau suggested that to allow for quick advertising to state that "a bachelor's degree is preferred." This also would not limit your candidate search.

There was a discussion and **a consensus that the salary be \$125,000 - \$150,000 based on experience.** At the contract negotiation there could be an option of relocation costs. Manager Stevens suggested that the Interim position be an hourly consultant rate, and then after Tracey left, change to a salary cost. It was discussed that FCCMA could assist us with a recommendation of interim salaries.

Atty. Goddeau summarized the Commission's decision: **An Interim position needs to be obtained as soon as possible with no limitation if they could ultimately be a candidate for the permanent position. The Commission was open to go out of state, with a preference for a degree. More salary information and range of consultant fee would be obtained from FCCMA. There was a consensus of the above items.**

Public Comment

Terry Brown, Harbour Drive South, thanked the Commission for working as a team. He requested that the applicant understands the relationship of the Manager and Town Commission. They need to serve the Town as a Commission as stated in the Charter and not individual demands.

Zoanne Hennigan, 91 Island Drive South, complimented them of doing a good job working together. She agreed to outside assistance in locating a candidate. She requested for more specifics of a job description and intermediate timelines.

Victor Martel, 46 Harbour Drive South, was in favor of a bachelor's degree but he cautioned them of limiting the candidates. He agreed with preferring a degree. He stated that timelines and deadlines are different. A deadline is a more fixed time.

ADJOURNMENT

Meeting Adjourned at 12:30 pm.

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Minutes prepared by Town Treasurer Hallahan and adopted by the Town Commission on October 3, 2022, meeting.


Susan Hurlburt, Mayor

ATTEST:


Kelly Avery, Town Clerk

