CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, August 13, 2024
6:00 PM
Committee Room – City Hall

Call to Order

The meeting was called to order by Committee Chair Shimulunas at 6:00 PM.

Roll Call

Personnel & Finance Committee Members present were: Adam Wachowski and Bonnie Shimulunas. Participating by phone was Committee Member Mark Bittner Also present: City Council President Scott Stechmesser and Gregory Buckley, City Manager.

Update on Possible Executive Recruitment Firms to Assist in City Manager Search

City Manager Buckley stated that the Committee at its August 6, 2024 meeting had discussed inviting two or three executive search firms to make presentations to the committee regarding possible assistance in a City Manager recruitment and selection process. He reported that he followed up on that discussion by reaching out to one search firm, but following further review, was recommending that the City issue a request for proposals (RFP) for such services, to lend greater structure and consistency to the consultant selection process.

He distributed copies of a draft RFP, which had also been emailed to committee members earlier in the day; he proceeded to review its contents.

Following review and discussion, it was the consensus of the committee members to recommend to the full City Council:

1. That the Council authorize establishment of a 4-member City Manager Search Committee, consisting of the three Personnel and Finance Committee members plus the City Council President, to coordinate the City Manager recruitment and selection process.
2. That the Council authorize the Search Committee to issue the proposed RFP, review any proposals received, and make a recommendation for action by the full City Council regarding contracting with a preferred consultant.
3. That the Council acknowledge that the Search Committee will be responsible for working with the selected consultant to develop and implement candidate recruitment and evaluation strategies as described in the RFP and to return to the full City Council with recommendations for a group of finalist candidates to be invited for interviews and other assessment activities.

Buckley noted that he intends to retire in early August 2025, which will mark his 30-year anniversary in the position of Two Rivers City Manager. He suggested that the Council consider bringing in a new City Manager two months in advance of his retirement, to allow for an overlap period. He noted that actual recruitment activities would likely not begin until early 2025, but it would be best to have a search consultant on board by October to allow plenty of time for Council, community and staff input on Two Rivers needs and expectations for this position, and to develop a 2025 Budget that reflects the additional costs associated with recruiting and onboarding a new City Manager.

There was further consensus of the Committee that the consultant RFP should set a deadline of Thursday, September 12, 2024 for email delivery of proposals to the City Clerk, and that the RFP should contain a statement that the City will not be responsible for the costs incurred by any prospective consultants in preparing and presenting their proposals.

There was discussion about meetings of the City Manager Selection Committee, and those present all indicated their ability for early morning meetings on Tuesdays. This was discussed as an alternative to evening meetings, as the Personnel and Finance Committee will have nighttime budget sessions throughout the Fall months.

Mr. Buckley stated that he would prepare a resolution for consideration by the City Council at its August 19, 2024 meeting, designating the Search Committee and endorsing the plans discussed for that committee's role in the recruitment and selection process.

Assuming approval of the Selection Committee by the City Council, the first meeting of that committee will be held at 8;00 AM on Tuesday, September 10.

WI Department of Revenue Report on 2024 Equalized Values

Mr. Buckley shared copies of this report for the City of Two Rivers, Manitowoc County and Manitowoc City. He noted that Two Rivers' total equalized valuation increased by 14 percent in 2023, to a total of just under $919 million. The biggest factor in that growth was a 12 percent increase in the value of existing residential properties. The comparable increases for the City of Manitowoc and all of Manitowoc County were 8 percent and 9 percent, respectively.

He added that he had asked the City's assessing firm to look into why the equalization report showed existing commercial properties increasing in value by 26 percent, a much higher number than he had ever seen in this report. He also pointed out that new construction activity in 2023 was very modest, adding $4.5 million in new residential equalized value and only $644,300 in new commercial value.

These reports will be shared with City Council at its next regular meeting.

Set Date for Next Meeting

It was agreed that the next meeting of this committee will be on the evening of Monday, September 23, when budget review sessions begin. The City Manager stated that he will provide the 2025 Budget calendar, discussed at the committee's August 6 meeting, to the full Council at its August 19 meeting.

Adjournment

Shimulunas moved, supported by Wachowski, to adjourn the meeting at 7:07 PM. Motion carried by voice vote, without dissent.

Respectfully Submitted,

Greg Buckley
City Manager

Source of these minutes

Personnel and Finance Committee Meeting

August 13, 2024

Two Rivers Matters copied the preceding two pages from the official City Council packet for August 19, 2024.

The minutes appear on pages 28 and 29 of the city packet.

Open the original packet on the city’s document site

Open the city listing for the meeting