



**CITY ADMINISTRATOR SEARCH COMMITTEE
RECORD OF PROCEEDINGS**

**WILDWOOD CITY HALL
COMMUNITY ROOM
16860 MAIN STREET, WILDWOOD, MO 63040**

**Thursday, December 27, 2018
5:00 P.M.**

The meeting was called to order at 5:00 P.M.

A roll call was taken with the following results:

Present	Absent
Council Member Gragnani	Council Member Garritano
Council Member Shea	Council Member McCutchen
Council Member Dodwell	Council Member Manton
Council Member Bopp	
Council Member Woerther	

Also present: Amanda Foster, City Clerk

APPROVAL OF MINUTES

A motion was made by Council Member Gragnani, seconded by Council Member Shea, to approve the minutes from the December 17, 2018 meeting. A voice vote was taken with an affirmative result and the motion was declared passed.

PUBLIC PARTICIPATION - NONE

CONFIRMATION OF CO-INTERIM CITY ADMINISTRATORS FOR RECOMMENDATION TO CITY COUNCIL

Council Member Gragnani and Council Member Woerther confirmed City Treasurer Steve Cross and Director of Planning and Parks Vujnich agreed to serve as Co-Interim City Administrators.

Discussion was held regarding the following: Mr. Cross's role as Treasurer and how often RubinBrown will need to oversee transactions

DETERMINATION OF ROLE AND RESPONSIBILITIES FOR CO-INTERIM CITY ADMINISTRATORS

The Committee reviewed the City Administrator job description and the division of duties and responsibilities document attached to Resolution 2014-25. The Committee determined the roles and responsibilities for the Co-Interim City Administrators. The Committee made revisions to Resolution 2014-25 in order to forward a newly revised Resolution to the City Council for consideration.

A motion was made by Council Member Shea, seconded by Council Member Woerther, to attach the divided job duties to the Resolution. A voice vote was taken with an affirmative result and the motion was declared passed.

DETERMINATION OF COMPENSATION FOR CO-INTERIM CITY ADMINISTRATORS

Discussion was held regarding the compensation for the Co-Interim City Administrators and the desire to hold a Special City Council meeting in order to approve the appointments.

A motion was made by Council Member Shea, seconded by Council Member Gragnani, to compensate Mr. Cross \$4,000 per month and to compensate Mr. Vujnich \$2,000 per month while serving as Co-Interim City Administrators. A voice vote was taken with an affirmative result and the motion was declared passed.

A motion was made by Council Member Woerther, seconded by Council Member Gragnani, to consider a special meeting of the City Council to vote on the appointment of Co-Interim City Administrators on January 3, 2019 at 6:30 p.m. A voice vote was taken with an affirmative result and the motion was declared passed. Dodwell opposed.

DEVELOP RFP FOR SUBMITTAL TO PROSPECTIVE SEARCH FIRMS

Discussion was held regarding the process for submitting RFPs to prospective search firms.

A motion was made by Council Member Shea, seconded by Council Member Gragnani, directing Chair Dodwell to send RFP notices to all firms on the list provided by Council Member Woerther, including Strategic Government Resources. A voice vote was taken with an affirmative result and the motion was declared passed.

NEXT MEETING

The Committee agreed to hold their next meeting on February 6, 2019 at 5:30 p.m. in the 2nd floor Planning area.

MISCELLANEOUS - NONE

ADJOURNMENT

A motion was made by Council Member Woerther, seconded by Council Member Gragnani, to adjourn the meeting. A voice vote was taken, with a unanimous affirmative result, and the motion was declared passed. There being nothing further, the meeting was adjourned at 6:45 p.m.