

**APRIL 3, 2017**

A special called meeting was held at 5:30 PM at the M.S. Bailey Center with Mayor Bob McLean presiding with Councilmembers Cook, Jenkins, Kuykendall, Neal, Roth, and Young. The City Manager was present. Local news media present were Larry Franklin from the Clinton Chronicle and Randy Stephens from WLBG. Notice was mailed and emailed to all local news media on March 28, 2017.

**INVOCATION**                    The invocation was given by Councilmember Kuykendall.

**PLEDGE ALLEGIANCE**        Mayor McLean asked Council and the audience to stand and recite the Pledge of Allegiance.

**MASC PRESENTATION**        Mayor McLean recognized Mr. Jeff Shacker from the Municipal Association of South Carolina. Mayor McLean stated that Mr. Shacker was present to give Council advice on how to move forward with the hiring process for a new City Manager. Mr. Shacker stated that the Municipal Association does offer assistance in the hiring process of a City Manager. Mr. Shacker stated that MASC is a non-profit organization that was established in 1930 in order to provide services to Cities. Mr. Shacker stated that MASC was created to give Cities and Municipalities one voice in the Legislation. Mr. Shacker stated that MASC has assisted four Cities in the past year in their search for a City Manager. Mr. Shacker stated that MASC utilizes four staff members with a background in municipal government in the search. Mr. Shacker stated that MASC staff members help the City with placing the job advertisement as well as researching the applicants to make sure their qualifications check out. Mr. Shacker stated that as the applications come in MASC recommends the City make copies of the applications and send them to MASC staff. Mr. Shacker stated that MASC staff would look over the applications and send the City their recommendations of who meets the qualifications for the job. Mr. Shacker stated that Council would also look over the applications and determine who they wish to interview. Mr. Shacker stated that Council would combine the two lists and narrow the applicants list down. Mr. Shacker stated that MASC does not make a short list of the applicants for Council just a list of applicants who meet the requirements for the job. Mr. Shacker stated that the MASC staff would be available throughout the process to assist the City. Mr. Shacker stated that Council would interview the applicants and decide which one is the right fit for Clinton. Councilmember Kuykendall asked if Council would form a committee to screen the applicants or would Council as a whole go through the process. Mr. Shacker stated that Council could go either way but he recommends Council as a whole going through the

process. Mr. Shacker stated that he recommends that each Council-member review the applications and then meet as a group to go over the applications and make a decision on who to interview. Mr. Shacker stated that Council could conduct the selection and the interviews in executive session. Mayor McLean asked if Council could conduct the interviews in executive session and Mr. Shacker stated yes. Mr. Shacker stated that once Council has narrowed the applicant list down then Council would have to release to the public no fewer than three finalists. Mr. Shacker stated that Council would have an agenda and once the meeting has started then move into executive session to discuss the applicants. Councilmember Kuykendall asked how many times has the MASC been involved in helping Cities find a City Manager and Mr. Shacker stated approximately ten times in the past four years. Mr. Shacker stated that some Cities do hire a search firm to find a City Manager.

Councilmember Jenkins asked if the Cities the MASC has helped in the past are under the same type of government as Clinton and Mr. Shacker stated yes. Councilmember Jenkins asked what time frame Council should expect to have before hiring a new City Manager and Mr. Shacker stated at least four to six months. Councilmember Cook asked what type of information MASC has regarding a salary and benefit package of Cities in comparable size with utilities. Mr. Shacker stated that MASC has a Compensation Survey that could be used but he would have to research other Cities regarding the benefits. Mayor McLean stated that Council could also look on their Economic Statement of Interest and the City Manager's salary would be disclosed and Mr. Shacker agreed. Mr. Shacker stated that it is also a good place to get a sample contract. Mayor McLean stated that once you narrow the list to three applicants then Council would have to make the names public. Mr. Shacker stated that Council would have to release no fewer than three names. Mr. Shacker stated that if Council underwent two rounds of interviews and in the second round the list was narrowed to four to three applicants then Council would have to release the names of the finalists. Mayor McLean asked if Council would have to release the names if there were four finalists and Mr. Shacker stated yes. Councilmember Cook asked if Council would have to have the finalist's permission to release their names. Mr. Shacker stated that Council does not have to have the finalist's permission but it would be in good faith if Council notified the finalists. Mr. Shacker stated that Clinton's form of government and also being a full service City makes Clinton attractive to professional managers. Councilmember Cook asked how many vacancies are in the State and Mr. Shacker stated that Clinton would make three Cities looking for a City Manager. Mayor McLean stated that since Clinton has utilities then that makes Clinton more attractive and Mr. Shacker agreed.

Councilmember Jenkins asked if the other two Cities were under the same form of government as Clinton and Mr. Shacker stated the Cities are under the Council form of government. Mayor McLean stated that MASC offers many classes and Mr. Shacker agreed. Mr. Shacker stated that he would encourage Council, especially the new members, to attend the MASC classes. Mr. Shacker stated that MASC also offers many of the classes on line. Councilmember Jenkins stated that she has attended the MASC classes and they were informative.

**ADJOURN**

With there being no further business before Council motion was made by Councilmember Young to adjourn and seconded by Councilmember Kuykendall. The vote was unanimous.

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CITY CLERK

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**MAYOR**