

TO: Village Council and Mayor Brown
FROM: Finance Committee, Rob Bartlett - Chair
RE: Mariemont Village Administrator
DATE: October 7, 2021

The Finance Committee met on Thursday, October 7, 2021 at 3:00 pm to discuss the role of Village Administrator for Mariemont. Present at the meeting were Finance Committee members Rob Bartlett, Kelly Rankin and Joe Stelzer.

The Finance Committee previously submitted a recommendation in April, 2021 that was approved by Council to start a search for a potential Village Administrator. After reviewing 14 resumes, conducting interviews with 7 candidates, and then conducting a second round of interviews with 3 candidates, the results were shared at the September 13, 2021 council meeting in Executive Session. It was agreed in that Executive Session meeting that there was a candidate who it appeared could meet our needs as Village Administrator. It was also agreed we would investigate if we should hire someone else in a contractor capacity in the area of economic development to compliment the Village Administrator role.

The next steps that were agreed in that Executive Sessions were: 1) council would begin the process of approving an ordinance officially creating the Village Administrator role. 2) Randy York would work with the lead candidate for Village Administrator to see if we could structure an agreement that would be satisfactory to both parties in terms of responsibilities and pay. 3) meet with Ken Geis to see if he could help the Village with economic development, and if so, how an arrangement might be structured. No official offer would be extended to anyone until both the ordinance had been passed and it was agreed how the Village Administrator role and the economic development role would work together, and also how the pay for both roles would be structured.

Unfortunately, after the September 13 council meeting, when the lead candidate for the Village Administrator was approached for further discussions, he informed us that because it had taken us so long to complete the process, he had already taken another interim role that would go through the end of 2022. The good news, though, is we have proven that there are candidates available that can meet our needs.

As such, the Finance Committee is recommending we complete the three steps that were agreed to in the Executive Session meeting on September 13, 2021. Specifically: 1) creation of the Village Administrator role via ordinance, so we can act more quickly once we find another candidate who meets our needs. 2) re-initiate the search for a Village Administrator, to be led by the Finance Committee, and 3) began a search for a person or company that can help us with economic development, including developing an RFP and posting it, to be led by the Planning, Zoning and Economic Development Committee.

Respectfully Submitted,

Rob Bartlett, Chairman

Kelly Rankin, Vice-Chairman

Joe Stelzer, Member