

City of Shelbyville
Mayor & City Council Special Called Meeting

Special Called Meeting: July 13, 2022

Time: 10:00 AM

Place: Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN 37160

I. Call to Order

II. Roll Call

III. Adopt the Agenda

IV. Business Items

A. Potential City Manager Interviews

V. Announcements

VI. Adjourn

Mayor Wallace Cartwright

Patrick Marsh

ICMA- Credentialed Manager



patmar0620@gmail.com



(608) 212-2707



5990 47th Ave. NW, Rochester, MN 55901

April 25, 2022

City of Shelbyville
Human Resources Department
Attn: Chuck Downham
P.O. Box 185
Shelbyville, TN 37162

Mr. Downham,

I was excited to see your listing for the city manager position on the ICMA website. As a dynamic city manager/administrator with over thirty years of professional experience in the public sector, including eighteen in local government management, I am confident that I would be a valuable asset to Shelbyville.

I am an experienced, visionary leader with strong leadership and management skills. I believe in being proactive and creative in achieving solutions to all local government issues, and rely on strong communication skills in working with elected officials and members of the community. I was most recently employed at the City of Fitchburg, Wisconsin, where I honed my skills in local government management. While employed there, I successfully managed a balanced budget while playing an active role in growing the equalized value of the community through various economic development initiatives. The City of Fitchburg is the one of the fastest growing communities in Wisconsin and is also the most diverse.

I am confident that my proven track record of excellent work ethic, unparalleled attention to detail, and knack for team building will allow me to contribute to the team's success in the City of Shelbyville.

I look forward to discussing the city manager position and my qualifications with you in more detail. I am available to talk at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Patrick S. Marsh

ICMA-Credentialed Manager

Patrick Marsh

1115 Fremont Street, #114 – Fernley, NV 89408

608-212-2707 patmar0620@gmail.com

PROFESSIONAL SUMMARY

To utilize my public sector and local government experience, including local government management and economic development expertise, to provide exceptional community leadership, in an effort to increase quality of life for residents, business, and visitors to the community.

EXPERTISE

- 30 years of public sector experience
- 18 years as a local government manager/administrator
- 18 years of budgeting and financial planning leadership
- 11 years as lead economic development director
- 15 years of planning/zoning experience
- 11 years as primary human resources manager
- 3.5 years in the role of finance director

EDUCATION

ICMA Credentialed Manager

Northern Illinois University - DeKalb, IL | Master's Degree

Public Administration, 06/2005

Augustana College - Rock Island, IL | Bachelor of Arts

Business/Public Administration & Political Science, 11/1988

WORK HISTORY

DEPUTY CITY MANAGER | 01/2022 to Present

City of Fernley, NV – Fernley, NV

- Assisted the city manager with management of the daily operations of the city.
- Directly responsible for all operations in the Planning/Zoning, Engineering, Public Works, Animal Control, and Building Operations departments of the city. Over 20 employees.
- Responsible for all economic development projects for one of the fastest growing communities in the State of Nevada.
- Coordinated a "Development Team" made up of five department heads and their staff.

- Coordinated the development of the emergency management plan.
- Liaison with local businesses, regional economic development authorities, and state-wide development leaders.

CONSULTANT | 01/2021 to 01/2022

CWlowa, LLC - Rock Island, IL

- Local, regional, state, federal government due diligence and coordination
- Facilitated property acquisition for all company expansion initiatives
- Implemented long-term growth initiatives by developing sustainable and profitable strategies.
- Responsible for all grant writing and administration
- Coordinated development efforts with CEO

CITY ADMINISTRATOR | 09/2015 to 01/2021

City Of Fitchburg - Fitchburg, WI

- Chief appointed official for the City of Fitchburg
- Managed 275 employees, including 18 department heads
- Primary Contact for business recruiting, retention, expansion, and development
- Lead staff person annual budget preparation and implementation.
- Liaison between local organizations and the city.
- Responsible for the implementation of policy initiatives of the common council

CITY ADMINISTRATOR AND ECONOMIC DEVELOPMENT DIRECTOR | 11/2007 to 09/2015

City Of Monona - Monona, WI

- Chief Appointed Official for the City of Monona
- Managed 98 FTE and 12 department heads
- Primary contact for elected officials (Mayor and six Common Council members).
- Primary contact for business recruiting, retention, expansion, and development
- Facilitated all strategic planning initiatives
- Lead staff for annual budget preparation and management
- Served in the role of Deputy Clerk to assist with local elections along with other statutory responsibilities

VILLAGE ADMINISTRATOR & ECONOMIC DEVELOPMENT DIRECTOR | 06/2003 to 11/2007

Village of Coal Valley - Coal Valley, Illinois

- Chief appointed official for the Village
- Served in the role of finance director, human resources director, planning/zoning director, and economic development director
- Managed 25 FTE, 4 department heads, and a \$6 million budget
- Primary contact for elected officials (Village President and six Trustees)
- Primary contact for all planning and economic development activities.
- Responsible for the annual budget and implementation

ASSISTANT CITY MANAGER | 11/2003 to 06/2004

City of Eldridge - Eldridge, Iowa

- Assisted the city manager with day-to-day operation of the city
- Assisted the city manager with budget preparation and management
- Lead staff for all economic development, planning and zoning initiatives
- Primary contact for all nuisance complaints
- Liaison between elected officials and city staff

DIRECTOR OF OPERATIONS | 09/2000 to 11/2003

IPower Distribution Group - Rock Island, IL

- Lead staff member for a multi-disciplinary, twelve-member business conglomerations focused on providing one-stop opportunities for industrial market replacement and operation (MRO)
- Oversight of day-to-day production activities in accordance with business objectives.
- Lead staff liaison between members companies and industrial clients (Case IH, John Deere, and Honeywell)
- Reported to a twelve-member Board of Directors
- Managed twenty employees

SENIOR PLANNER | 02/1989 to 07/2000

State Regional Commission - Rock Island, Illinois

- Lead staff for all transit and park/recreational initiatives in a two-state, five-county, and forty-four local governments in western Illinois and eastern Iowa
- Assisted local governments with grant writing and administration
- Lead staff with land and right-of-way acquisition for regional trails and park developments
- Coordinated comprehensive planning and park and recreation master plan initiatives with local governments
- Lead staff in the coordination of multi-use trail development with state-wide network of regional trail systems in northern Illinois
- Assisted local governments with affordable housing and community development block grants (CBDG's)

INTERN | 09/1987 to 03/1988

Duane Olivier Associates & City of Moline - Moline, IL

- Assisted local governments with planning documents and asset management inventory systems.
- Assisted business consultant with various planning and economic development projects for local governments.
- Reviewed local government ordinances for compliance.
- Attended city council and village board meetings to experience governing operations of local government.

VOLUNTEER & SERVICE ACTIVITIES

- Board of Directors - Illinois City/County Managers Association (ILCMA) 2005 - 2007
- Board of Directors - Wisconsin City/County Manager Association (WCMA) 2008 - 2012
- Board of Directors - Cities and Villages Mutual Insurance Company (CVMIC) 2014 - 2015
- Volunteer Youth Coach - City of Monona Parks and Recreation (Baseball, Wrestling, Flag Football, & Soccer)
- Active Church Member
- Active in Social Organizations (Rotary, Optimist Club, Kiwanis)
- Member of the Monona and Fitchburg, Wisconsin Chambers of Commerce

Shelbyville, Tennessee
City Manager – Initial Interview

Name of Applicant: _____

1) *Question: While we have reviewed your cover letter and resume outlining on your qualifications, please tell us why you are interested in being considered for this position at this time.*

2) *Question: Please describe how your previous work experience in municipal government has prepared you for this position. Please be specific.*

3) *Set up:* Have you worked in a community that demanded exceptional customer service?

Question: Tell us about the community's expectations and what you did to ensure the organization met the service demands in your capacity.

Follow up: What kind of results did you achieve?

4) *Question: Describe an ethical dilemma you have faced in the workplace. How was it resolved? What was your role in the resolution? What, if anything, would you do differently if you were faced with the same issue again?*

5) *Set up:* Have you ever been involved in the preparation of an annual operating budget and a capital improvement plan?

Question: Tell us about the process you have used for both, and your role in each.

Follow up: What methods or strategies have you used to come to your recommendations to the elected body? How important is it, in your mind, for a city to have a capital improvement plan?

6) *Set up:* The City Manager is expected to manage day-to-day responsibilities while being an effective manager and leader to the organization.

Question: What is your management style/philosophy?

Follow up: How will you adapt your style to the current organization and culture and how will you enlist City staff and the City Council to understand and adapt to your management style?

7) *Set up:* Have you had an opportunity to help an organization develop a Vision and strategic goals for the organization?

Question: Would you explain the process that you used and your role in that process.

Follow up: What were the results of going through that process?

8) *What do you see as the role of City government in a growing community like Shelbyville in keeping the cost of government down while providing essential services to the community?*

9) *Set up: Have you ever had to address a morale issue with an employee or employees?*

Question: Tell us about a specific situation and your approach to resolving it.

Follow up: What were the long-term consequences of your approach and did it improve the morale over the long-term?

11) *Question: Tell us about your experience dealing with the media concerning unpopular city issues such as growth or raising property taxes or fees.*

12) *Question: The Town is looking for a city manager who provides leadership to effect positive change and innovation in the delivery of services in response to community issues/concerns. Please give us an example of how you have demonstrated these abilities in your career.*

13) *Question: What strategies do you use to anticipate problems? Give an example.*

Follow up: If a problem arises that you have not anticipated, how are you likely to handle it? Give an example.

14) *Question: Tell us about a time that you disagreed with the direction that a City Council or governing body was taking on an issue. How do you go about handling these situations?*

Follow up: How did the disagreement affect your relationship with City Council?

15) *Question: What do you think is going to make the difference between success and failure in the job of City Manager for the City of Shelbyville?*

APPLICANT INITIAL INTERVIEW EVALUATION RATING

Evaluate each applicant on a scale of 1 to 5 with "1" being "Poor" and "5" being "Outstanding". The use of decimal points (i.e., "3.75") is an acceptable format using the scale provided with "1.00" being the minimum and "5.00" being the maximum possible for each applicant.

Rating Scale

1	2	3	4	5
Poor		Average		Outstanding

SCORE: _____

TINA JONES

tijones2121@yahoo.com

615-812-7300

Shelbyville, Tennessee 37160

Shelbyville City Council
201 N. Spring Street
Shelbyville, Tn. 37160

Honorable City Council Members,

My background within government, elected and appointed, makes me an ideal candidate for City Manager of Shelbyville. My leadership experience will be an asset to our growing community with a clear understanding of responsibilities and accountability to the City Council and people of Shelbyville.

The job requirements indicate a BS degree or equivalent experience. Experience always matters in understanding your occupation and performing beyond expectations. More experience means being more proficient at your job. While I do not hold a bachelor's degree, I have attended college and have many years of professional experience which gives insight of what it takes to be successful. I have a passion for public service and a love for our community, of which I am already a part of because I live here.

- 17 years in public service working with elected/appointed officials, boards, other governments including federal, state, local county and city
- 12 years reviewing and approving county budgets of over \$335,000,000
- 5+ years networking & problem solving displaying a strong record of effective public relations
- 20+ years in commercial real estate including sales, leasing and property management

The City of Shelbyville is facing many challenges and opportunities in the near future including infrastructure expansion, downtown revitalization, economic and community development, workforce development, business park, airport, 'Prosperity through Partnership' and sound financial planning. I have the experience and an 'eager to achieve' attitude that will move us forward into successfully achieving goals of a prosperous and safe community.

Thank you for reviewing my resume. I look forward to discussing how my experience, work history and accomplishments find me a perfect fit for City Manager of Shelbyville.

Many thanks for your consideration,

Respectfully,

Tina Jones

TINA JONES

Shelbyville, Tn.

tijones2121@yahoo.com 615-812-7300

PROFESSIONAL SUMMARY

A results-oriented leader with a focus on achieving performance goals through strong work ethics. Noted for consistently resolving problems to ensure best practices and harmony throughout the work environment. Positions of leadership over many years provide the skills needed for relationship building and bringing people together. Extensive expertise in local, state and federal governmental affairs. Working with elected leaders for the purpose of improving the quality of life for the people of our community. A nurturing and responsive government that is accessible and equitable creates a safe and healthy place to live and grow families while enjoying a prosperous local economy is good governance.

WORK HISTORY

Real Estate Consultant/Property Management | 2020 - 2022

- Assisting in real estate projects and management of real property

Congressional District Representative / US House of Representatives | 2013-2018 Bedford & Rutherford Counties

- Assisting local governments, agencies and individuals as a liaison between constituents and Congressman
- Responsible for planning & organizing district events
- Attend meetings/events with Congressman, act as his representative in his absence. Updates on pertinent constituent concerns/issues within the district
- Worked through legislative process to remove federal deed restriction on former Shelbyville-Bedford County Library building enabling pathway for use change
- Worked during The Celebration bringing accountability to USDA inspection process through personally recording video inspections and made available as oversight to Congressman and the US Agriculture Committee

Rutherford County Commissioner | 1994 – 2006

- Adopting a county budget each year by June 30

- Establishing the annual tax rate
- Appointing County Attorney, Finance Director, Human Resource Director and confirming County Mayor appointments to various boards and committees
- Providing funding for public schools and county services/facilities
- Zoning and planning approvals
- Adopting local ordinances/regulations as legislative body
- Chairman of following Standing Committees: Steering, Legislative & Government Committee, Property Management Committee, Public Works & Planning Committee | Vice Chairman: Health & Education Committee | Committee Member: Budget, Finance & Investment Committee, Purchasing Committee
- St. Clair Senior Citizen Committee – Rutherford County representative

Rutherford County Regional Planning Commissioner | 1998 – 2006

- Promote sound planning principles, serving as advisor to governing legislative body relative to providing recommendations on planning & land development relating to re-zonings, ordinance amendments, studies, storm water protection, land use and environment.
- Review & recommend applications for zoning and subdivision developments
- Input on preparation of Comprehensive Strategic Plan

Commercial Real Estate Affiliate Broker | 1989 - 1996

- Sale/Lease of Commercial properties such as retail shopping centers, multi-family, office space, retail development; The Gateway Project, Sam's Club, Love's Travel Stop, Kroger etc...

EDUCATION

- Gulf Coast College
- Bay County High School

REFERENCES

- Richard Vaughn, DC Chief of Staff / Congressman DesJarlais, TN04
202-225-6831
- Tammy Sharp, Rutherford County School Board member
615-839-4687
- Denny Hastings, small business entrepreneur
931-849-5261

SHELBYVILLE VISION STATEMENT

I. DOWNTOWN REVITALIZATION PROJECT

Downtown is a reflection of how our community sees itself. This is why it is so important to pursue downtown revitalization, transforming underutilized properties into a vibrant and exciting area while preserving the history of our beautiful courthouse square. A thriving and interesting downtown embracing a broad-based economy/encouraging capital investments while focusing on its people, matters when new industry is considering to locate here. Promoting events for families, open spaces, pedestrian traffic and business friendly environment is good growth for Shelbyville.

II. SHELBYVILLE MUNICIPAL AIRPORT EXPANSION

The State of Tennessee appropriated funding of approximately \$70 Million dollars to relocate the MTSU Aerospace Program to The Shelbyville Airport. This is a clear indicator of potential to harvest further economic development much as the Rutherford/ Smyrna Airport has capitalized upon through expansion for industrial/business parks, air shows, flight training and corporate users. The aviation industry is such an economic generator. We should consider reaping the benefits of airport expansion with a Master Plan Development.

III. INFRASTRUCTURE IMPROVEMENTS

"Today's Infrastructure improvements will drive tomorrow's economy". Strategic investments in basic foundational services are necessary to set the pace for future development and economic sustainability. Establishing an environment that provides a good quality of life and stimulates the economic growth is good governance.

Tina Jones

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