

SPECIAL CITY COUNCIL MEETING
February 25, 2010

The Special City Council Meeting was called to order by Mayor Sangster in the Council Chambers in the City Hall at 9:35 a.m. The proceedings were as follows:

Present: Council Members VanFleet, Jewell, Couture, Lepp, Sangster, Kopernik and Bronson

Mayor Sangster stated that the purpose of the Special City Council meeting is to discuss the procedure for hiring a new City Manager and selection of an interim City Manager. He noted an interim is designed to fill the need for interim or permanent placement. Council discussed the City Charter requirement for Council to designate a qualified person to perform the duties of City Manager no later than upon vacancy in the office and that Council can establish those qualifications and appoint in-house. Council discussed wage scale with the interim position. Also discussed was working with the Michigan Municipal League for interim and long term placement services. City Manager McNeil commented that the MML provides a list of candidates but that would be an issue between Council and the MML as they are private contractors and have terms and conditions already established for that particular service. He added that the MML does not get involved in the process relative to the interim services but there is a lot of assistance they can provide for the long term services on that selection process. Additionally, if Council were to consider someone in-house that would involve discussing expectations with that individual. Council discussed appointing from within and any possible problems with covering the normal duties of that individual while serving in the interim position. Council also discussed the executive search process offered by the MML, the interview process, and timeline of 10-12 weeks to fill the position. City Manager McNeil outlined the bullet points from the MML website relative to executive search services. Council discussed the potential cost involved with the MML. Mayor Sangster outlined the list of potential costs depending on the services provided and noted the policy of the MML to minimize out of pocket expenses to the greatest extent possible. He added that the typical cost is 10% of the annual salary contract in addition to other charges. Discussion was held regarding using the MML consulting services, the procedure for Council to follow, and establishing the process best suited for Council. Council also discussed the City Manager job description and filling the position from within on an interim basis. City Manager McNeil noted that if Council is looking for someone to hold things together from a nuts and bolts standpoint he believes Clerk/Treasurer Kwiatkowski could do that with the help of the other department heads. Additionally, the Northern Lakes Economic Alliance will assist with the grant process for projects such as the upcoming Woolworth site rehabilitation. He added that if Council is looking to keep all the Boards and Commission programs, projects and other more proactive issues going then Council should probably be looking at somebody else as it is a matter of where Council's expectations are in the short term. Council discussed having an MML representative present information on their recruitment process. Also discussed was the establishment of a Committee of three Council members to research and discuss the various options available internally and through the MML. It was noted that Council members Jewell, VanFleet and Bronson would serve on the Committee.

Councilwoman Lepp moved to appoint Council members Jewell, VanFleet and Bronson to the Committee of Council responsible for researching options available internally and through the Michigan Municipal League. Seconded by Councilman Kopernik. Motion carried unanimously.

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Council discussed setting parameters for the Committee with regard to timeline and agreed that a recommendation from the Committee on an interim City Manager candidate should be available for a decision at the March 9, 2010 City Council meeting. Council also discussed the timeframe of securing a long term replacement and possible changes to the City Manager job description. Discussion was held on securing a list of current activities from City Manager McNeil. City Manager McNeil indicated he would provide a list of issues including a brief narrative. Mayor Sangster stated he would initiate letters to potential interim candidates identified by the MML to inquire about interest and availability. Additionally, he would schedule a Special City Council meeting with the MML facilitator to review the recruitment process, the services offered by the MML, and available options. Council discussed possible dates for the Special Meeting of the City Council and agreed on Tuesday, March 2, 2010 at 3:00 p.m. Mayor Sangster indicated he would arrange that with the MML and notify Council when confirmed.

Adjournment

Councilman Couture moved to adjourn the meeting at 10:45 a.m. Seconded by Councilwoman Lepp. Motion carried unanimously.

Mayor Richard B. Sangster

City Clerk Kenneth J. Kwiatkowski

Councilman Nicholas C. Couture

Councilman William K. Jewell

Councilwoman Theo Lepp

Councilman Mark Bronson

Councilman Michael J. VanFleet

Councilman Roger Kopernik