

SPECIAL CITY COUNCIL MEETING
March 2, 2010

The Special City Council Meeting was called to order by Mayor Sangster in the Council Chambers in the City Hall at 3:03 p.m. The proceedings were as follows:

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

Mayor Sangster stated that the purpose of the Special City Council meeting is a presentation by Caroline Kennedy of the Michigan Municipal League regarding the process to select a new City Manager and interim City Manager and associated cost to the City.

Councilman Bronson entered the meeting at 3:12 p.m.

Ms. Kennedy provided background information on the Michigan Municipal League as well as the services offered. She distributed information on the search process in relation to the PowerPoint presentation, noting reference numbers that provide further details about the executive search program. Ms. Kennedy provided an overview of the typical executive search process through a search facilitator including the biographies of search facilitators, project timeline, candidate and community profiles, resume screening, preliminary reference review and background investigation, interview and selection process, contract negotiations and search close out. Discussion was held on the list of executive search facilitators. Ms. Kennedy noted a potential additional search facilitator. She outlined the duties of the search facilitator such as a search profile and identifying the most significant challenges facing the City in the next five to ten years to better determine appropriate qualifications of the candidate in order to best meet the needs of the City. Ms. Kennedy commented on targeted outreach which is an optional task where the facilitator would meet with other stakeholders to gain a fuller perspective of the needs and priorities of the community. She outlined advertising language and strategy noting the MML relies primarily on their website to market the position to the widest and most appropriate audience. Ms. Kennedy referred to screening resumes and narrowing the field of applicants as well as preliminary reference review and background investigation. She also commented on developing an interview strategy and selection process as well as employment contract negotiations and search close out. Ms. Kennedy outlined the project fees and expenses including professional fees and project expenses such as advertising, background investigation, travel, and related out-of-pocket expenses. She noted that the Michigan Municipal League's fee for executive search is typically 10% of the annual salary level for the position but can be higher depending on the scope of the search services undertaken. Council discussed the list of municipalities that have utilized the executive search process of the MML in recent years. Also discussed was the possibility of a search facilitator that would also serve as interim City Manager, guidelines on the recommended timeframe for an interim City Manager before a permanent replacement is identified, advertising the position, the process of accepting resumes and applications internally, and salary range. Council discussed the Home Rule City (HRC) rating, noting that Cheboygan is Region 6. Also discussed was City Manager/DDA Director dual hiring, and previous assistance from the MML with developing management job descriptions and salary scale based on surveys of this region.

Councilman Jewell moved to enter into contract services with the Michigan Municipal League for an executive search facilitator for the recruitment of a City Manager. Seconded by Councilman Kopernik. Motion carried unanimously.

Discussion was held on filling the interim City Manager position internally on a temporary basis and keeping proactive projects going over and above the day-to-day business issues. City Manager McNeil referred to support from the City Engineer, City Attorney, Labor Attorney, Department Heads and Northern Lakes Economic Alliance and issues that Council may want to delay until a permanent replacement is secured. Council discussed the anticipated 12 week timeframe involved with hiring a permanent City Manager and additional time involved with the actual start date. Council also discussed selection of an executive search facilitator. It was the consensus of Council to try and obtain the closest, least costly facilitator with prompt availability. Council discussed development of a profile and it was noted that Council is encouraged to provide input. Also discussed were the week-to-week/month-to-month issues that must be maintained. City Manager McNeil indicated he would provide a status report on pending issues which will be available at the next Regular City Council Meeting.

Adjournment

Councilwoman Lepp moved to adjourn the meeting at 4:21 p.m. Seconded by Councilman VanFleet. 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