

SPECIAL CITY COUNCIL MEETING
April 19, 2010

The Special City Council Meeting was called to order by Mayor Sangster in the Council Chambers in the City Hall at 5:00 p.m. The proceedings were as follows:

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

Mayor Sangster stated that the purpose of the Special City Council meeting is to schedule a public hearing for 7:00 p.m. Tuesday, April 27, 2010 in conjunction with the next regular City Council meeting, to receive comments concerning the City's application to the Michigan Economic Development Corporation for grant funding to offset costs of proposed water-system improvements; and to meet with representatives of the Michigan Municipal League to discuss procedures for recruiting and selecting candidates for the vacated City Manager position.

Councilman Couture moved to schedule a public hearing for Tuesday, April 27, 2010 at 7:00 p.m. in conjunction with the next regular City Council meeting, to receive comments concerning the City's application to the Michigan Economic Development Corporation for grant funding to offset costs of proposed water-system improvements. Seconded by Councilwoman Lepp. Motion carried unanimously.

Mayor Sangster commented on establishing direction to fill the vacated City Manager position. Ms. Caroline Kennedy of the Michigan Municipal League provided Council with Ideal Candidate Profile Worksheets to determine specific qualities and characteristics sought for the City Manager position. She requested that Council complete the worksheets in preparation for discussion. Discussion was held regarding qualities including community development, public relations and leadership skills, as well as a diverse background for the multiple responsibilities as City Manager. Council also discussed the current job description requirements noting the need for a broader view. Council members each completed an Ideal Candidate Profile Worksheet where the information was then collected and compiled by Ms. Kennedy and Interim City Manager Korthauer. Discussion was held regarding input from department heads, business owners and the public in general, timeframe of the recruitment process, the interview process, and maintaining direction of Council for the future of the City. Ms. Kennedy noted that the MML continues to refer back to the Ideal Candidate Profile Worksheet throughout the recruitment process and targets information to individuals that fit Council's profile. Additionally, all inquiries regarding the position should be directed to Mr. Korthauer as the Executive Search Facilitator. Council discussed establishing a salary range for the City Manager position as well as funding the position long term. Mr. Korthauer recommended concentrating on salary and anything in addition to that which perhaps would be an extraordinary benefit such as a vehicle allowance and factor that information into the package. A lengthy discussion was held regarding salary in relation to experience and desired skills and abilities, as well as determining a salary range the City can afford in light of continued financial constraints. Ms. Kennedy commented on targeted outreach which involves seeking input from key stakeholders on qualifications or skills to include in the candidate profile and requested that Council identify the key stakeholders to solicit for input. Council discussed key stakeholders and determined that input should be sought from those serving on Boards and Commissions, the Downtown Development Authority, Economic Development Group, and department heads. Interim City Manager Korthauer noted that he would meet with department heads regarding their input. Council discussed the timeframe for advertisement of the position and response from candidates and it was noted that

advertisement would begin mid-May with anticipated responses in three to six weeks. The Ideal Candidate Profile Worksheets completed by Council were reviewed. A lengthy discussion was held on requirements and preferences with regard to education, years of experience, professional background, skills and abilities, and areas of related experience and expertise. Interim City Manager Korthauer recommended a generalist be sought because the organization and current staff is well maintained and responses would be from all different approaches. The interview process was discussed as well as candidate travel and other related expense reimbursement. It was noted that candidate and community profiles would be developed for Council's review and direction.

Adjournment

Councilwoman Lepp moved to adjourn the meeting at 7:10 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