

City of Albion
Council Special Session Minutes
May 23, 2019

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 7:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2); Sonya Brown (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Scott Kipp, Acting City Manager/Chief Public Safety; Cullen Harkness, City Attorney; Haley Snyder, Acting Assistant City Manager/Deputy Clerk/Treasurer

V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)

Williamson moved, Lawler supported, CARRIED, to Approve the Agenda as presented. (7-0, vv)

VI. PRESENTATIONS-None

VII. PUBLIC HEARINGS-None

VIII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Mary Lenardson, 1035 N. Clark Street, and G Brown, 1016 S. Superior.

IX. CLOSED SESSION-None

X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit) - None

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/Approval MML City Manager Search-Joyce Parker

Joyce Parker – MML facilitator/recruiter provided the Council with an agenda and tentative schedule for the City Manager search for open discussion and feedback. The tentative six (6) step search schedule is as follows:

- Develop Profile – Two (2) week time period required with June 10th completion date.
- Advertisement – Four (4) week time period required with July 8th completion date. The candidate profile will be advertised on MML's website, ICMA's website, organizations that provide support to the City, social media, and other specific organizations requested by the City.
- Review Resumes/Select Finalists – Two (2) week time period required with July 22nd completion date. Will be handled directly by Ms. Parker to determine if they meet the requirements. Preliminary phone and/or Skype interviews will be held during this process.
- Reference Checks/Interviews – Three (3) week time period required with August 12th completion date. Two (2) reports will be provided to the Council - a comprehensive report of all candidates and potential list of semifinalists for in person interviews before Council. Each candidate will be given a number to abide by confidentiality requests as well as to protect the City.
- Appointment – One (1) week time period required with August 19th completion date. Candidate selected and a more in depth background check will be conducted.
- Start Work – Three (3) week time period required with September 9th completion date.

Ms. Parker asked Council to identify required, or desired minimum requirements, and skills/abilities for the candidate profile. Comments received from Council were as follows:

- City Charter requires the City Manager to have a Bachelor and Master degree.
- City Charter requires the City Manager to have experience in City, Business, or Industrial administration.
- Experience with grant writing, economic and community development, and infrastructure highly desired.
- Intergovernmental relations not required but desirable.
- Minimum of three (3) years of experience.
- General Management experience required.
- Experience and knowledge of budget preparation and administration highly desired.

- Exceptional people skills. Must be approachable, optimistic, and innovative.
- Strong conflict resolution skills highly desired.
- Experience working with diverse populations required.
- Having a thorough understanding of postindustrial communities desired.
- Experience with labor relations and contract negotiations required.
- After the last City Manager situation, is it possible to have the City staff complete a survey on what they would like to see? *Yes – can work with City Clerk to arrange something and will provide the anonymous comments to Council.*
- Any special process for internal candidates? *If they are involved in the selection process, will make recommendation on how to resolve, so they can proceed with applying.*

Ms. Parker stated all Councilmembers should have been provided with a community profile worksheet. The worksheet will need to be completed within the next few days and returned to the City Clerk by Tuesday, May 28th. Once all requested information has been collected, will review and send finalized documents to Council and work with City Clerk to get posted on the City's website.

Questions and comments were received from Councilmember Clark, Reid, Brown, Spicer, Williamson, and Mayor Atchison; City Attorney Harkness, and Joyce Parker, MML Recruiter.

XII. FUTURE AGENDA ITEMS-None

XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Mary Lenardson, 1035 N. Clark Street.

XIV. CITY MANAGER REPORT-None

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Councilmember Brown, Spicer, and Mayor Atchison.

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

No action was necessary as all members were present.

XVII. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5), Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

XVIII. ADJOURNMENT

Williamson moved, Clark supported, CARRIED, to adjourn the special session.
(7-0, vv)

Mayor Atchison adjourned the Regular Session at 7:43 p.m.

Date

Haley Snyder
Acting Assistant City
Manager/Deputy
Clerk/Treasurer