



CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

SPECIAL AGENDA

COUNCIL MEETING Thursday, May 23, 2019

7:00 P.M.

David Atchison
Mayor

Vicky Clark
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Mayor Pro-Tem
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Shane Williamson
Council Member
6th Precinct

Scott Kipp
Interim City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIRMENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes ant proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS-None
- VII. PUBLIC HEARING-None
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION- None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Discussion/Approval MML City Manager Search-Joyce Parker
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)



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XVII. ROLL CALL

XVIII. ADJOURN

City of Albion Agenda

1. Introductions
2. Process Review
 - Timeline
 - Reporting
3. Candidate Profile
 - Worksheet
 - Job Description
 - Position Salary & Benefit Summary
4. Advertising Strategy & Language
 - Where, When...
5. Resume Prioritization/Short List
6. Interview & Selection Process
 - Interviewing Guidelines
 - Interview Questions/Situational Exercises
 - Interview Evaluation Forms
 - Other Activities
7. Reference Check & Background Investigation

IDEAL CANDIDATE PROFILE WORKSHEET

Identify Required, or Desired

MINIMUM REQUIREMENTS:

1. Bachelor's Degree (Specify Course of Study)
2. Master's Degree (Specify Course of Study)
3. Human Resource Experience
 - # of Years
 - Size/Complexity of previous communities
4. Other Local Government Experience
5. Michigan Government Experience
6. Private Sector Experience
7. Other Minimum Requirements

Skills and Abilities:

1. Skilled Communicator, oral and written
2. Experience in Labor and Contract Negotiations
3. Skills in Benefit Administration
4. Supervisory Experience
5. Budget Preparation and Administration
6. Training Experience
7. Ability to Manage Others
8. Ability to Lead Others
9. Skilled in Organization and Follow Through
10. Other Skills and Abilities

Candidate Attributes:

MICHIGAN MUNICIPAL LEAGUE

City of Albion

City Manager Position
(BASED ON AN May 27th START DATE)

TASK	TIME REQUIRED	COMPLETION DATE
1. Develop Profile	2 Weeks	June 10 th
2. Advertisement	4 Weeks	July 8 th
3. Review Resumes/ Select Finalists	2 Weeks	July 22 nd
4. Reference Checks/ Interviews	3 Weeks	August 12 th
5. Appointment	1 Week	August 19 th
6. Start Work	3 Weeks	September 9 th

COMMENTS REGARDING DATES AND TASKS COMPLETED.

- 1. Develop Profile:** The MML Executive Recruiter will work with city of Albion to develop a profile for the position, to include qualifications, experience and professional characteristics required for the position. The profile will be featured on the MML website as part of the advertising process. It will also be used as a tool to determine which candidates most closely match the experience, skills and abilities the city desires in the new city manager.
- 2. Advertisement:** We recommend ads be placed with MML, ICMA, and organizations that provide support in the professional position. Marketing and recruitment will include direct email, social media and email alerts to appropriate individuals and organizations advising them of the opening. Telephone contact will also be made with qualified candidates in and outside the State of Michigan. All applications and resumes will be sent to MML for purposes of confidentiality. Resumes will be mailed to the MML, 1675 Green Road, PO Box 1487, Ann Arbor, MI 48106-1487.
- 3. Review Resumes/Select Finalists:** In order to identify candidates who mostly meet the criteria, resumes will be reviewed and evaluated based on the criteria

established in the candidate profile. Some candidates will be eliminated from further consideration. At the end of the review, the Executive Recruiter will prepare a written report regarding each candidate and recommend a list of candidates for further consideration. Subsequent to discussion with the city, the field will be narrowed to a group of four to six candidates who will be afforded the opportunity for a formal interview. The city should make a decision early in the process regarding reimbursing for interview expenses. After the finalists are selected, reference checks will be conducted. A background check will be provided as part of the services provided by MML. The Executive Recruiter, as part of the review process, may request transcripts from finalists to verify degrees. Potential interview questions will also be reviewed at this meeting.

4. **Interviews:** Approximately 5 days before the interviews, the Executive Recruiter will report the outcome of the reference checks. The city will finalize the list of candidates to be invited for personal interviews. It is generally recommended to interview no more than five to six candidates. Prior to the interviews, the city and executive recruiter will meet to discuss interview questions and confidential information. The executive recruiter will provide resumes and a report related to reference checks for each candidate that will be interviewed.
5. **Appointment:** The city will finalize the appointment. The executive recruiter is available to assist the city in its contract negotiations with the candidate selected. One week is anticipated for this process. In the event negotiations are not successful with the candidate, the city can proceed with the next candidate.
6. **Start Work:** This assumes appointment of a candidate who is currently employed and wishes to give their current employer two to four weeks' notice. If the candidate is not employed, the candidate may be able to start work earlier.

Joyce A. Parker
P.O. Box 3086
Ann Arbor, Michigan 48106
Cell: 734-730-9526