

City of Albion  
Study Session Minutes  
May 31, 2018

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Council Members Maurice Barnes (1), Lenn Reid (2), Marcola Lawler (4), Jeanette Spicer (5) and Andrew French (6) and Mayor Brown.

ABSENT: Council Member Sonya Brown (3)

STAFF PRESENT:

Scott Kipp, Interim City Manager; Cullen Harkness, City Attorney and Jill Domingo, City Clerk.

III. 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).

No public comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. City Manager Search Consultant Jaymes Vettraino, Gov HR USA

Jaymes Vettraino, Vice President of GOV HR USA updated the Mayor and Council on the City Manager Search as follows:

The City's expectations taken from the City of Albion RFP dated April, 2018 are:

- Develop a comprehensive position profile
- Review the current compensation for the position
- Develop a position marketing strategy
- Screen candidates
- Personally, interview top candidates
- Conduct criminal, driver's, credit related background checks
- Deliver a report of top candidates to City Council
- Assist during the final interview and selection process
- Assist throughout the search process

**Phase I: Position Assessment, Announcement and Brochure Development**

- Information to gather will be as follows:

- Organizational chart and photographs
- Draft position description
- Pictures of the community (one or two high-resolution)
- Salary range and/or salary range development
- Background desired for the CM candidates
- Challenges and opportunities the CM will be expected to address
- What is the internal organization and city “really “like”

**Stakeholders Interviews:**

- Candidate experience and background
- Internal/Organizational challenges and opportunities
- External/community challenges and opportunities
- Other comments
- Targeting Tuesday, June 5, 2018 to be on site for interviews
- Albion City Manager Search Survey will be distributed throughout the Community via social media, City website, newsletter and local newspaper. The survey site will be <https://www.surveymonkey.com/r/Albion-CM>,. Important to involve the community in the search.
- Wage range-Encourages a wage range versus a number. A study has been completed of similar communities. Albion is unique in population and taxable value. A wage range allows candidates to apply. Consultant recommendation is \$95,000-\$105,000.

**Phase 2: Advertising, Candidate Recruitment and Outreach**

- The Albion position advertising recommendation is as follows:

Local Government-Michigan	Cost	Notes
ICMA-International City/County Managers Association	\$445.50	approx. \$ .20 per character
MML-Michigan Municipal League	\$300.00	approx. depending on ad size
MAC-Michigan Association of Counties	\$75.00	
MTA-Michigan Townships Association	\$300.00	approx. depending on ad size
NACO-National Association of Counties	\$300.00	
SGR-Strategic Govt Resources	\$50.00	
Ohio Municipal League	\$50.00	
Ohio City/County Management Association	FREE	
Illinois Municipal League	\$45.00	
Illinois City/County Management Association	\$100.00	

Wisconsin City/County Mgt. Assoc.	\$50.00	
Professional Diversity Network	\$495.00	
Linked in	\$250.00	
<b>TOTAL</b>	\$2460.50	*Budget of \$2,500

**Phase 3: Candidate Evaluation and Screening**

- Every candidate application is personally reviewed and rated based on the criteria established in Phase 1
- Select candidates are asked to complete additional information
- Formal and informal references are checked
- Internet and social media searches are performed
- Personal Skype interviews are conducted with select candidates
- All applicants are professionally acknowledged

**Phase 4: Presentation of Recommended Candidates**

- Mr. Vettrano will return to the City and present a Recruitment Report with credentials of those candidates most qualified for the position. Professional binders will be prepared for the search committee and reviewed in order to prepare a short list of candidates for first round interviews.
- Throughout the process candidate confidentiality is a high priority and is always honored within the open records laws.

**Phase 5: Interviewing Process**

- The number of interviews, both the number of candidates and number of rounds of interviews will be determined after the presentation of the Recruitment Report.
- For all candidates that are recommended after Phase 4, GovHR will perform additional reference checks, verification of educational credentials and criminal background checks.
- The final interview process will be determined by the search committee and GovHR during Phase 5, including any additional assessments.

**Phase 6: Appointment of Candidate**

- GovHR will assist, as requested, with the drafting of an appropriate employment offer
- Mr. Vettrano will personally notify each interviewed candidate, providing them information regarding the search and the successful candidate.

**Timeline for Albion City Manager**

- Kickoff Date-May 31, 2018
- Projected End Date-September 10, 2018

- Weeks 1-2           **Phase 1: Position Assessment, Announcement and Brochure Development**
- Weeks 3-8           **Phase 2: Advertising, Candidate Recruitment and Outreach**
- Phase 3: Candidate Evaluation and Screening**
- Week 9               **Phase 4: Presentation of Recommended Candidates**
- Weeks 10-11       **Phase 5: Interviewing Process**
- Weeks 12 and 13 **Phase 6: Appointment of Candidate**

Questions/Comments from the Council were as follows:

- Is the Council basing the wage on a lot of experience or a lot of potential? Should not limit ourselves and should have a wage stages for additional years of experience. Would like to see the wage range set at \$85,000-\$110,000
- Would like the best of both worlds, but will listen to Council and consultant's advice on wage range as they have more experience
- GovHR will be responsible for weeding out candidates. A wide range allows for candidates to at least apply.
- Will the advertisement reach minority candidates? *Yes, they work through Professional Diversity Network.*
- GovHR will bring about eight (8) candidates for the Council to review and pare down to four (4) to six (6) to interview.
- May the Council review all applications that come in? *Yes, GovHR will give Council access to review all applications electronically.*
- Are there challenges other communities have had that we should be aware of. *Location could be a potential problem.*
- The brochure will highlight the challenges and opportunities of the community not the day to day duties.
- Encouraged Council to review the City Manager job description.
- Must follow the charter requirements.

Comments were received from Council Members French, Spicer and Barnes; Mayor Brown and Ryan Cotton, Vice-President GovHR USA.

- V. 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 Jim Stahl, 2770 H Drive and Brian Mull, 24772 J Drive.

- VI. ADJOURNMENT

French moved, Spicer supported, CARRIED, to ADJOURN Study Session. (6-0, vv).

Mayor Brown adjourned the Study Session at 7:27 p.m.

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Date

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Jill Domingo  
City Clerk