

City of Albion
Council Special Session Minutes
August 17, 2019

I. CALL TO ORDER

Mayor Atchison called the special meeting to order at 8:30 a.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, Interim City Manager/Chief Public Safety; Cullen Harkness, City Attorney and Jill Domingo, City Clerk

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

Spicer moved, Williamson supported, CARRIED, to Approve the Agenda as presented. (6-1, vv) (Brown dissenting)

VI. PRESENTATIONS

A. Overview of City Manager Interview Process, Jeff Mueller, MML

Jeff Mueller, MML Consultant stated the interview process will consist of a series of prepared questions that pertain to the qualifications and also the personality of the candidates selected to interview. The right fit must be found for the City and the candidate selected. The Council will alternate asking all candidates the same questions. Mr. Mueller will assist if necessary, with candidate selection. An hour to an hour and a half has been set for each interview. He will provide Council with a written summary of the feedback received from the community Meet and Greet once the interviews are completed.

Comments were received from Council Members Williamson, Spicer, Brown and Clark and Mayor Atchison.

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 Lavada Weeks, 917 Luther Dr and Al Smith, 1209 Adams St.

Brown moved, Spicer supported, CARRIED, to Adjourn Special Meeting until 9:00 a.m. (7-0, vv)

Mayor Atchison adjourned the Special Meeting at 8:43 a.m.

Mayor Atchison re-convened the Special Meeting at 9:05 a.m.

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

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. City Manager Interviews

- Darwin McClary-Consultant, Municipro, LLC

Mayor and Council Members alternated asking scripted questions provided by Consultant James Mueller, MML Consultant. At the conclusion of the interview, candidates were asked if they had any questions for the Council.

Comments were received from Council Members Spicer, Clark, Lawler, Brown, Reid and Williamson and Mayor Atchison.

Williamson moved, Brown supported, CARRIED, to Adjourn Special Meeting for a short recess. (7-0, vv)

Mayor Atchison adjourned the Special Meeting at 10:42 a.m.

Mayor Atchison re-convened the Special Meeting at 10:50 a.m.

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

- Stefen Wynn-City Manager, Albion, IN

Mayor and Council Members alternated asking scripted questions provided by Consultant James Mueller, MML Consultant. At the conclusion of the interview, candidates were asked if they had any questions for the Council.

Comments were received from Council Members Brown, Reid, Williamson and Lawler.

Williamson moved, Brown supported, CARRIED, to Adjourn Special Meeting for a short recess. (7-0, vv)

Mayor Atchison adjourned the Special Meeting at 11:38 a.m.

Mayor Atchison re-convened the Special Meeting at 11:43 a.m.

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

- BREAK

Brown moved, Clark supported, CARRIED, to Adjourn Special Meeting for a lunch break. (7-0, vv)

Mayor Atchison adjourned the Special Meeting at 11:43 a.m.

Mayor Atchison re-convened the Special Meeting at 12:25 p.m.

ROLL CALL:

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

ABSENT: Shane Williamson (6) was absent.

- James Halasz-Former County Manager

Mayor and Council Members alternated asking scripted questions provided by Consultant James Mueller, MML Consultant. At the conclusion of the interview, candidates were asked if they had any questions for the Council.

Comments were received from Council Members Spicer, Reid, Lawler and Brown and Mayor Atchison.

Spicer moved, Clark supported, CARRIED, to Adjourn Special Meeting for a short recess. (6-0, vv)

Mayor Atchison adjourned the Special Meeting at 1:45 p.m.

Mayor Atchison re-convened the Special Meeting at 1:54 p.m.

ROLL CALL:

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

ABSENT: Shane Williamson (6) was absent

- Haley Snyder-Interim Assistant City Manager, Albion, MI

Mayor and Council Members alternated asking scripted questions provided by Consultant James Mueller, MML Consultant. At the conclusion of the interview, candidates were asked if they had any questions for the Council.

Comments were received from Council Members Spicer, Brown and Lawler.

- BREAK

Brown moved, Clark supported, CARRIED, to Adjourn Special Meeting for a short recess. (6-0, vv)

Mayor Atchison adjourned the Special Meeting at 2:21 p.m.

Mayor Atchison re-convened the Special Meeting at 2:24 p.m.
ROLL CALL:

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

ABSENT: Shane Williamson (6) was absent

- B. Discussion/Approval/Direct the MML Facilitator to Extend a Conditional Offer of Employment to _____ and to Commence a Background Investigation

Comments were received from Council Member Spicer.

Clark moved, Brown supported, CARRIED, To **TABLE** Directing the MML Facilitator to Extend a Conditional Offer of Employment to _____ and to Commence a Background Investigation. (6-0, vv)

- C. Request Approval to Direct _____ to Begin Employment Contract Discussions with _____. In the Event that All Due Diligence Investigation Steps are Completely Satisfactorily and Agreeable Terms and Conditions of Employment can be Reached, A Draft Contract Will Then Be Submitted to Council for Formal Approval

Clark moved, Brown supported, CARRIED, to **TABLE** Approval to Direct _____ to Begin Employment Contract Discussions with _____. In the Event that All Due Diligence Investigation Steps are Completely Satisfactorily and Agreeable Terms and Conditions of Employment can be Reached, A Draft Contract Will Then Be Submitted to Council for Formal Approval (6-0, vv)

Mayor Atchison asked for a motion to add Agenda Item D-Overview of Community Comments by Jeff Mueller, MML Consultant.

Lawler moved, Reid supported, CARRIED, to Add Agenda Item D- Overview of Community Comments by Jeff Mueller, MML Consultant. (6-0, vv)

- D. Overview of Community Comments, Jeff Mueller, MML Consultant

Jeff Mueller, MML Consultant provided the Council a written summary of the comments received from the Meet and Greet the previous evening. The positive comments were listed in black and red flags were listed in red. He also reminded Council that any discussion of candidate selection must be done in an open session meeting of the Council. Once a candidate has been selected by the Council, the MML will do an extensive background check of the candidate selected. This will include criminal, civil and financial. This will

take approximately two weeks. The Council will offer the candidate a conditional offer of employment based on the background check. If anything in the background check is amiss, the Council may rescind the conditional offer of employment. Mr. Mueller stated the background checks are extensive and costly and therefore are only completed for the candidate selected.

Comments were received from Council Members Clark, Lawler and City Attorney Harkness.

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.)

No public comments were received.

XIV. CITY MANAGER REPORT-None

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Brown.

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Reid moved, Clark supported, CARRIED, to Excuse Council Member Williamson (6). (6-0, vv)

XVII. ROLL CALL

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

ABSENT: Shane Williamson (6) was absent.

XVIII. ADJOURNMENT

Brown moved, Lawler supported, CARRIED, to adjourn the special session. (6-0, vv)

Mayor Atchison adjourned the Regular Session at 2:43 p.m.

Date

Jill Domingo
City Clerk