



# 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

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COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

**Garrett Brown**  
Mayor

**Maurice Barnes, Jr.**  
Council Member  
1<sup>st</sup> Precinct

**Lenn Reid**  
Council Member  
2<sup>nd</sup> Precinct

**Sonya Brown**  
Mayor Pro Tem  
Council Member  
3<sup>rd</sup> Precinct

**Marcola Lawler**  
Council Member  
4<sup>th</sup> Precinct

**Jeanette Spicer**  
Council Member  
5<sup>th</sup> Precinct

**Andrew French**  
Council Member  
6<sup>th</sup> 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.

## AGENDA

### STUDY SESSION

Albion City Hall  
Council Chambers  
112 West Cass Street  
Albion, MI 49224

**Saturday, September 15, 2018  
8:00 a.m.**

### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. ROLL CALL
- III. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. City Manager Interviews
- IV. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- V. ADJOURN

# **NOTICE OF MEETING IN WHICH A QUORUM OF THE ALBION CITY COUNCIL MAY BE PRESENT**

## **Public Forum to Meet Albion City Manager Candidates**

**Friday, September 14th, 2018 from 4:30 p.m. – 8:30 p.m.**

**Location: Ludington Center**

**101 N. Superior St.**

**Albion, MI 49224**

**Albion, MI** – The role of the Albion City Manager is critical to implementing City Council policies, overseeing the daily activities of the City, and implementing the ordinances, policies and plans of the community. The Albion City Council has finalized the remaining steps in the recruitment process and identified candidates who have been invited for final interviews. These candidates are:

- Megan J. Duffy – Director of Internal Auditing (former) – City of Savannah, GA
- Patrick T. Reagan – City Manager – City of Crystal Falls, MI
- LaTonya R. Rufus – Director of Planning and Development (former) – City of Harvey, Ill
- Jeffrey D. Watson – Community Services Manager – City of Federal Way, WA

The event is open to the public and citizens are encouraged to attend. Comment and questions cards will be available to the public, if they would like to provide feedback to City Council or suggested questions for the City to consider asking during the Public Forum.

The following morning, at 8:00 am, City Council will have a Special Council meeting at the Albion City Hall, 112 W. Cass Street, Albion, MI 49224, to review feedback from the Public Forum and conduct formal interviews of the candidates.



September 10, 2018

TO: Mayor and City Council

RE: Final Memorandum Prior to the Public Forum and City Council Interview Instructions

Please find attached:

Instructions for the Public Forum and City Council Interview, provided August 16, 2018. Please review all documents again in preparation for the interviews on September 14/15:

- Interview instructions for the Public Forum and City Council Interview
- Questions to be asked by City Council of the candidates, and scoresheet to record scores and comments
- A one-page explanation of the types of questions that may be asked during the interview

I will provide multiple hard copies of the questions and scoresheets for your use during the candidate interviews.

Additional Information:

Third party background checks have been completed for all four candidates. The background checks included: further press/media search, educational verification, criminal record search (driving, local and federal) and employment credit report. The result for all candidates were clear.

I look forward to seeing you on September 14 and 15! If you have any questions prior to the interviews, please let me know.

Sincerely,

A handwritten signature in black ink that reads 'Jaymes Vettrano'.

Jaymes Vettrano

Vice-President, GovHR USA

[jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com) GovHRUSA.com



August 16, 2018

TO: Mayor and City Council

RE: Public Forum and City Council Interview Instructions

Please find attached:

- Questions to be asked by City Council of the candidates, and scoresheet to record scores and comments
- A one-page explanation of the types of questions that may be asked during the interview
- Instructions provided to the candidates
- A draft press release and instructions provided to the City Clerk for distribution

### General Instructions

As a professional courtesy to the candidates, please do not share the attached questions or other information this memorandum with the candidates or the public (unless in response to a FOIA request) prior to the interviews.

### The Public Forum

The Public Forum is scheduled for September 14, 2018 at 4:30 pm at the Luddington Center in downtown Albion, 101 N. Superior Street, Albion, MI 49224. The event is open to the public; employees, board/commission members, community leaders, citizens, etc. are encouraged to attend. There will be a brief meet-and-greet with all candidates to start the Public Forum. Then each candidate, individually, will be asked a set of prepared questions, followed by questions submitted by the audience.

Question cards will be made available to audience members. I will provide specific directions to the audience to complete the question cards and provide them to me. I will review the question cards and ask the (appropriate) questions of the candidates.

Comment cards will also be available to the public, if they would like to provide feedback about the candidates to City Council from the Public Forum. I will collect the comment cards and prepare a report for City Council with the verbatim comments from the public.

I expect the interviews of each candidate will last approximately 30 to 40 minutes, depending on the level of public interest. The candidate order will be selected at random. As a professional courtesy to the other candidates, I will request that the candidates not attend the Public Forum during the other candidates' interview, a separate room will be provided for their comfort.

[jvettraino@govhrusa.com](mailto:jvettraino@govhrusa.com) GovHRUSA.com

At the end of the Public Forum we will again have a brief meet-and-greet with all candidates and the public.

### City Council Interview Format

The City Council interview meeting is scheduled for September 15, 2018 at 8:00 am at the Albion City Hall, 112 W. Cass Street, Albion, MI 49224. This is special meeting of the City Council and will follow a formal City Council meeting agenda. The Mayor will recognize the candidates and begin the questioning. It is recommended that a different Council member each ask one of the prepared questions. If there are follow-up questions to one of the prepared questions, Council members are asked to hold these until the end of the formal questions. At the end of the formal questions, I recommend Council members be allowed to ask follow-up and additional questions. The Mayor will recognize each Council member who wishes to ask a question. I also recommend candidates be allowed to ask questions of City Council at the end of the interview.

The candidate order will be selected at random (the night before at the Public Forum). As a professional courtesy to the other candidates, I will request that the candidates not attend the City Council meeting during the other candidates' interview. I expect the interviews of each candidate will last approximately 45 to 60 minutes.

### Recording of Scores and Comments

Please utilize the attached scoresheet to record your opinions regarding the candidates during the interview process. *It is highly recommended for the Council members to record their scores and notes on the provided score sheet.* The notes and score sheet will both help facilitate discussion of the candidates after the interviews and provide a record of the Council members' deliberation process.

### Post Interview Review

At the conclusion of the interviews, I can assist in facilitating a discussion of the candidates. The goal is for City Council to identify its preferred candidate prior to the end of the meeting. If a preferred candidate is identified, it is recommended City Council take action to authorize the City Attorney and the Consultant to inform the candidate and begin negotiation of an employment offer.

If you have any questions, please let me know. I look forward to seeing you on Sept. 14 and 15!

Sincerely,



Jaymes Vettraino  
Vice-President, GovHR USA

Question - Notes	Measuring	Score: 5 = Superior 3 = Qualified 1 = Lacking
1. Please outline your reasons for wanting to be the next City Manager of Albion?	Reasons for wanting the position	
2. Based on your research and understanding of the City, what do you believe are the most important opportunities and challenges for the City in the near term and how would approach these?	Preparation and professional insight	
3. If selected as the City Manager, please tell us how you would approach building trust and respect of the employees and the community?	Community building	

<p>4. Please describe, in detail, your approach to municipal budgeting, including the process you will use to communicate important budget objectives to the City Council.</p>	<p>Budget and presentation of info</p>	
<p>5. The City is very interested in improving its success in applying for, receiving and administering grants for important City priorities. Please provide your experience in administering grants and how you would approach implementing a successful grant application and management plan for the City?</p>	<p>Grant experience and planning</p>	
<p>6. What do you consider as essential in the relationship between a City Manager and the City Council and how will you facilitate a productive relationship with City Council?</p>	<p>Council/ Manager Relations</p>	

<p>7. What do you see as the City Manager’s role in communicating with the press and public, and how, specifically, do you plan to be successful in communicating with our community?</p>	<p>Public relations</p>	
<p>8. Please describe the process you would utilize to recruit and select talented staff, with attention to making sure the candidate pool reflects the diversity of the community.</p>	<p>Talent recruitment</p>	
<p>9. Please describe a situation you’ve handled where the community faced a contentious issue with strong, diverging opinions and what did you learn from this experience?</p>	<p>Community facilitation</p>	
<p>10. Please describe a situation when you’ve disagreed with your governing board. How did you approach that difference of opinion and explain the final result of the situation?</p>	<p>Council/ Manager roles</p>	

<p>11. If someone were to Google search you, what would they find regarding your past public positions and is there any information or background you would like to provide regarding the publicly available information about you?</p>	<p>Background and self- awareness</p>	
<p>12. Community involvement is important to the City. Please describe how you would plan to personally become involved in the community?</p>	<p>Community involvement</p>	
<p>13. If selected as the next City Manager, what do you predict your tenure would be?</p>	<p>Commitment</p>	

## Topics that Employers Must Avoid in a Job Interview

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During an interview, it is important for the interviewer to focus the questions around behaviors, skills, and experience desired to perform the job.

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### Federal law prohibits the use of the following factors in making employment decisions:

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|---|--|
| <ul style="list-style-type: none"><li>• Age</li><li>• Race, ethnicity, or color</li><li>• Gender or sex</li><li>• Country of national origin or birth place</li></ul> | <ul style="list-style-type: none"><li>• Religion</li><li>• Disability</li><li>• Marital, family status, or pregnancy</li><li>• Political party affiliation</li></ul> |
|---|--|
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Any questions related to these topics have the potential to make your organization or company the subject of a discrimination charge.

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### Examples of Questions to Avoid:

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#### Age

- How old are your children?
- When did you graduate from high school?
- How long do you plan to work before you retire?

#### Race

- Would you feel uncomfortable if you were the minority among your co-workers?
- Do you belong to any clubs or organizations?
- What ethnicity are you?

#### Sex

- Are you comfortable working for a female boss?
- We've always had a woman/man in this role. How do you think you will handle it?
- What's your sexual orientation?

#### Nationality

- Are you a U.S. citizen?
- Where did you live while you were growing up?
- Are you bilingual? (unless job related)

#### Political

- What is your view on the current presidency?
- With what political party are you affiliated?

#### Religion

- Will you need personal time for particular religious holidays?
- Do you plan to work on Sundays?
- Are you a member of a religious group?

#### Disability

- Have you experienced any serious illnesses in the past year?
- Do you have back problems?
- What health problems do you have?
- Can you read small print? (unless job related)

#### Family status

- What arrangements are you able to make for child care while you work?
- What does your spouse do for a living?
- How many people live in your household?

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If a candidate offers undesirable information, do not pursue that topic further. Simply bring the discussion back to focus by asking another job-related question.

### References:

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<https://www.thebalance.com/job-interview-questions-that-are-illegal-1918488>

<https://www.utsa.edu/hr/docs/InterviewQuestions.pdf>

<https://knowhownonprofit.org/how-to/how-to-avoid-illegal-or-innapropriate-interview-questions>