



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.

REVISED SPECIAL AGENDA

COUNCIL MEETING Thursday, August 1, 2019

6:00 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
 - A. Summary Status of City Manager Recruitment-Jeff Mueller, MML
- 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- The Mayor requests a Closed Session under the Open Meetings Act, (Section 15.268 (f), P.A. 267 of 1976, as amended) to review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential.
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval to Set Date and Time for a Special Meeting with the Purpose of Interviewing Candidates for City Manager
 - B. Request Approval to Set Date and Time for a Public Meeting with the Purpose of the Community to Meet and Interview the Candidates for City Manager



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C. Approve the MML Facilitator to Contact a Short List of Candidates to Determine Their Interest in Interviewing

- 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)
- XVII. ROLL CALL
- XVIII. ADJOURN



michigan municipal league

MEMO

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

to	Mayor Atchison and Members of the City Council	from	Jeff Mueller, Search Facilitator Michigan Municipal League
cc	Jill Domingo, City Clerk	date	July 17, 2019
		subject	City Manager Search / Short List

Thank you for all your efforts to identify notable qualifiers about your community and to build the preferred profile for the next City Manager We also appreciate your assistance in providing photos, additional demographic information and links used during the outreach process.

We are now preparing to move into the next phase of your selection process: determining whom the Council wishes to interview for the open position.

The deadline for receipt of resumes, references and salary history was Friday July 12, 2019. Our various recruitment efforts encouraged 20 applicants to express a desire to be considered for employment in the City of Albion. I am very pleased with the response and the interest shown.

So that you can better prepare for our next meeting, scheduled for August 1, 2019, I have attached some information with this memorandum. You will find a copy of the brochure we produced and used during the recruitment of applicants so you can re-familiarize yourself with the requirements, skills and qualities we told potential candidates we were seeking. This "profile" will serve as our guide for assessing the qualifications and attributes of applicants as we move into this next phase of our selection process.

On August 1, 2019 during a 6:00 p.m. meeting I will be prepared to share a recommended short list of potential interviewees with you.

Since all applicants requested confidentiality, in accordance with Michigan law, the discussion we have will need to occur in a closed session. Your Agenda for that evening's meeting should contain an item requesting your vote to move into closed session to review and consider potential candidates for interviews who have requested confidentiality.

Let me prepare you for the conduct of that session.



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August 5, 2019, Closed Session

A. Applicant Information

You should assume sufficient time will be needed by the Council during this meeting for members to adequately review all the materials. It is not unusual for this important analysis and discussion to reach two hours.

I will provide you with a matrix that compares some of the primary knowledge, skills and attributes of the applicants. The matrix identifies applicants only by number, which assures a distance is maintained between you and non-job related identifying information of the applicants. We find it critical to incorporate, in the process, methods that protect the elected officials from any appearance of discrimination or unfair favoritism.

Once you have received and reviewed the matrix, I will provide you with a second document that summarizes information collected during the screening of several applicants who initially appeared to have met many of your basic requirements. That document may contain specific data about the applicants which would make it possible to identify individuals who have formally requested confidentiality thus emphasizing the requirement to conduct the meeting under all the protections of a closed session.

Finally, I will distribute copies of resumes from applicants whom we will recommend you consider as candidates or potential interviewees.

To continue to honor the law's requirement for confidentiality, I will retrieve the matrix, screening report and cover letters/resumes before the meeting ends so they will not remain in your possession and, therefore, be subjected to request under FOIA. Remember, too, that because we are discussing confidential candidates in a closed session, no information about that session can be shared in any way outside the meeting.

I will have copies of all the resumes received in the case members have questions about the matrix and/or other respondents. Resumes of individuals, however, who do not meet the minimums for this position or who otherwise may not yet be suited for a position such as you are offering, will not be distributed.



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B. Decisions Anticipated

1. Set Interview Meeting Date

Once you have adequate time to review and compare the resumes provided, it is hoped you can reach a general consensus as to whom you wish to interview.

To move into the interview stage, the Council will need to formally set the interview date as a special meeting of the Council. If you are ready, you may come out of closed session Thursday evening and "**Consider a motion to set _____ as the date for a special meeting with the purpose of interviewing candidates for City Manager.**" A time must also be set. The time is often dependent on the number of candidates you wish to talk with.

I wish to meet with the Council for about 30 minutes prior to the first interview, to be certain we all understand our responsibilities under the law and to disseminate and adequately discuss the questions each of you will ask. Therefore the meeting should be set to open one-half hour before the first interview is scheduled.

2. Determine Candidate List

If none of the individuals who will be invited to interview have requested confidentiality a second motion could be voted on as well. It might be offered in this way, "**Consider directing the MML Facilitator to invite the following individuals to interview for the position of City Manager: _____.**"

If, however, some of your desired candidates are those who have requested confidentiality the motion can identify the candidates by number or simply state, "**Direct the MML Facilitator to contact a short list of candidates to determine their interest in interviewing. The candidates will be identified by name on the Agenda for the interview meeting.**"

Invitees to interview who have requested confidentiality cannot be identified nor can their resumes be released until after an invitation to interview has been accepted.



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I. Next Steps

A. Interview Process

I will arrange and schedule the interviews with the identified candidates. Depending on the home base of chosen interviewees, the community can be expected to be responsible for travel expenses.

Based on the profile set at your very first meeting, we will produce a series of questions for the Council to ask on Interview day. A *draft* of those questions will be provided to you in advance and feedback, additions, alterations or deletions can be made.

Once all interviews have taken place, it is expected the Council will engage in discussion (which must be public) with the goal to select one of the candidates for a "conditional offer of employment".

B. Conditional Offer

Before the final stage of the hiring process can be executed a motion should be offered to make a "conditional" offer to the candidate who secures the majority of support from the Council members.

That the offer is "conditional" is critical to allow other due diligence steps to occur and to enable withdrawal of the offer depending on the results of that research.

The motion to initiate that action may be, "**Direct the MML Facilitator to extend a conditional offer of employment to _____ and to commence a background investigation**".

The due diligence steps include a background investigation, a physical and drug and alcohol screening (if that is a standard operating procedure used by the City and additional reference checks. The League will conduct a background investigation of your primary candidate through a third-party professional firm. The investigation will include college transcript verification; criminal history, civil court case history; lien and driving record check, credit/financial record review and social security number trace. Because of the invasiveness of the background check and medical screens, only the top candidate moves through this phase.

We will talk more about the conduct of reference checking when we are together.

C. Contract Negotiation

Often to save time the City may wish to engage in contract discussion simultaneously with the due diligence stage. If that is your desire, a third motion can be offered. Prior



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to making that motion you must know whether you expect your City attorney to handle those negotiations or whether the Mayor or another appointed representative will be the point person for the Council. The motion may be offered in this fashion, “**Direct _____ to begin employment contract discussions with _____ . In the event that all due diligence investigation steps are completed satisfactorily and agreeable terms and conditions of employment can be reached, a draft contract will then be submitted to Council for formal approval.**”

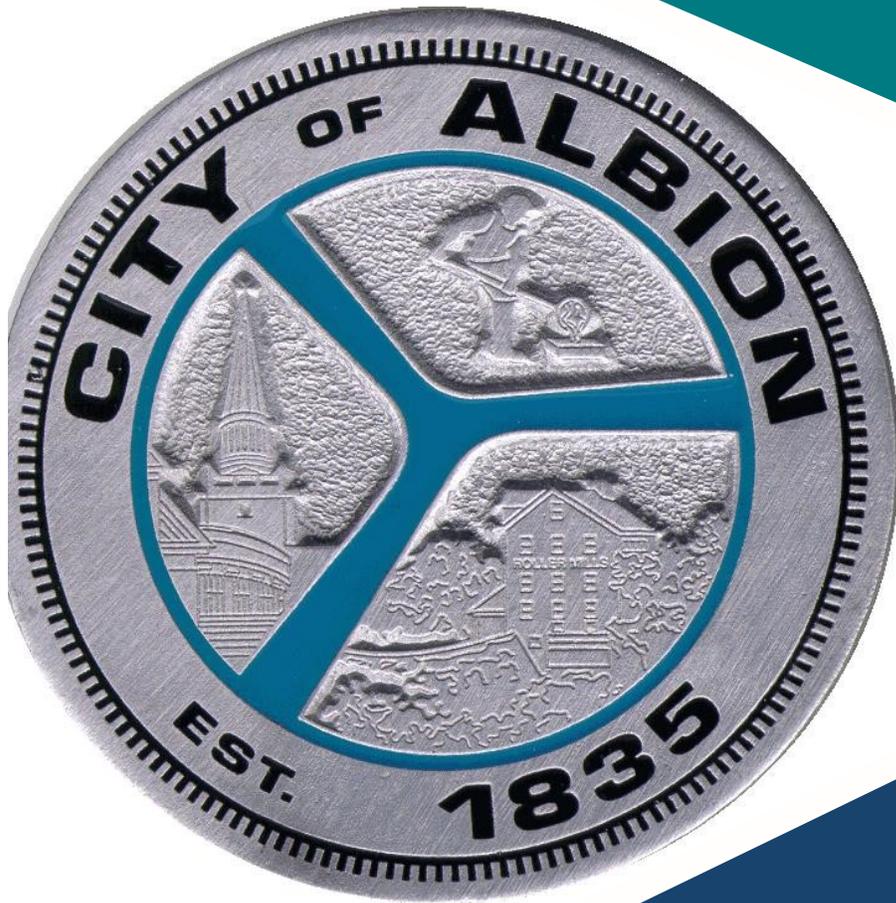
I can provide assistance to you and/your attorney in negotiating or finalizing such a contract if you like.

I look forward to seeing you again on the 1st of August. Don't hesitate to contact me with any questions or concerns you might have.

Employment Opportunity

City Manager

City of Albion



City Manager

City of Albion

The City of Albion is located in Calhoun County in the south central region. The city is a source of scenic natural beauty where the rich, diverse history of the past meets the dynamic, vibrant growth of the future. Albion is a friendly place of shared memories where people come together to live, work, and play. The City of Albion operates under the council-manager form of government. Six council members are elected to four-year terms, staggered every two years. A mayor is elected every two years. The city has 51 full-time employees and a budget of \$4.2 million dollars.



The mayor and city council appoint a city manager to handle the day-to-day operations of the city. The city council is seeking applications for its next city manager. Requirements for the position include a bachelor and master's degree in business administration, public administration, finance, or a related field. Experience in grant writing, economic development, public works, budget and finance, personnel and labor relations, and economic/community development is required. Qualifications for the position include ability to solve complex issues and think outside of the box; manage with a coaching management style; exceptional people skills; and experience working in diverse communities. Desired qualifications include having a thorough historical understanding of industrial communities similar to Albion; a minimum of three years of progressively responsible municipal management experience, and experience working in a college town.

- ▶ **POPULATION**
8,337
- ▶ **SIZE**
4.50 sq. miles
- ▶ **BUDGET**
\$4.2 million
- ▶ **STARTING SALARY**
\$85,000—\$110,000



▶ THE COMMUNITY

Albion has a culturally diverse population. We have a college of 1,300 students in a town of 7,300 residents. Albion is conveniently located on I-94 just 20 minutes from Jackson and Battle Creek and only one hour from the cultural amenities of the metropolitan-type cities of Lansing and Kalamazoo.

Albion is rich with people and institutions. Because of its relatively small size, Albion benefits from an economy of scale. Blessed with active civic engagement, Albion's many volunteers work in and through more than 100 non-profit groups. These residents play significant roles in neighborhoods, educational institutions, churches, service clubs, nonprofit human service agencies, cultural and recreations groups, civic affairs, and city government.

Albion boasts many historic homes and is a family-oriented community. Housing is reasonably priced, the community diverse, and public schools offer quality education.

Albion is the home of Albion College, an outstanding private liberal arts college with a student population of 1,300 and an employee population of over 500. Kids 'N Stuff, a regional hands-on children's museum, has been a part of the downtown community for the past 10 years.

The Albion area is known as "The Forks" because it is situated at the confluence of the north and south branches of the Kalamazoo River. The Festival of the Forks has been held annually since 1967 to celebrate Albion's ethnic heritage.



▶ THE ORGANIZATION

The City of Albion has the council-manager form of government. A nonpartisan mayor serves two-year terms, and the six-member council serves four-year overlapping terms. The city enjoys excellent staff with a stable workforce of 51 full-time employees. The general fund is \$4.2 million.



The incoming city manager will find the following challenges and opportunities awaiting their attention in the City of Albion, in no particular order:

▶ OPPORTUNITIES

- Inclusive revitalization of the city
- Possibilities for true partnerships with stakeholders
- A “blank slate” downtown
- Designated a *Project Rising Tide* city
- Becoming a trail hub for three major trails together in the city
- Amtrak rail station
- Grant opportunities
- Incentivized housing development opportunities

▶ CHALLENGES

- Community relations
- Attracting businesses
- Improving city’s corridors
- Infrastructure
- Disincentives for employment
- Increasing housing stock



▶ THE IDEAL CANDIDATE

The city is seeking motivated and experienced local government administrators and will only consider applicants to be qualified if they possess the following knowledge and experience:

- **Required:** Bachelor AND master's degree in business administration, public administration, finance, or a related field. Experience in grant writing, economic development, public works, budget and finance, personnel and labor relations, and economic/community development.
- **Desired:** A minimum of three years of progressively responsible municipal management experience and experience working in a college town. Have a thorough historical understanding of industrial communities similar to Albion.

Any applicant who moves to the level of candidate will have highly developed collaborative and facilitation skills with a natural affinity for creating and maintaining successful relationships and the ability to build bridges between other entities and individuals. Among the skills and experiences that should be illustrated in a resume and letter of introduction are these:

- Ability to solve complex issues and think outside of the box
- Manage with a coaching management style
- Have exceptional people skills and experience working in diverse communities

The new city manager will be a leader and a partner using his or her drive and dedication to move the city and its government forward. This person will be:

- Patient when working with the council, staff and citizens
- Accessible, willing to meet community members on their turf
- Comfortable with the size of the community and climate
- Committed and desire community involvement
- A problem solver
- A listener who can turn what they hear and learn into action
- Approachable by staff, councilors, and those having business at city hall
- A go-getter, self-starter, energetic; takes initiative, and acts on opportunities
- Able to build trust within the community
- Transparent, shares information equally with all members of the city
- A relationship builder and catalyst to get things done



APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS July 12, 2019

Please submit resume, cover letter, consent form,
and five professional references to:

Email:

execsearch@mml.org, Subject Line: Albion Search

-OR-

Mail:

Michigan Municipal League,
ATTN: Albion Search,
1675 Green Road
Ann Arbor, MI 48105

Questions can be directed to MML Executive Recruiter
Joyce Parker at joyce_parker@msn.com.

Candidates desiring confidentiality of their interest, as allowed
for and provided by Michigan law, must indicate such in a separate
subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.

