

OWOSSO CITY COUNCIL

APRIL 30, 2007

7:00 P.M.

PRESIDING OFFICER: MAYOR LINDA L. ROBERTSON

PLEDGE OF ALLEGIANCE: MAYOR LINDA L. ROBERTSON

PRESENT: Mayor Linda L. Robertson, Mayor Pro-Tem Mark D. Owen, Councilpersons Michael E. Bruff, Michael N. Cline, Joane E. Ford, Matthew B. Harvey, and Justin R. Horvath.

ABSENT: None.

CITIZEN COMMENTS AND QUESTIONS

Tom Ford, 649 Adams Street, commented on his concerns with the cable franchise agreement and his desire for a public access channel.

CONSENT AGENDA

Motion by Councilperson Horvath to approve the Consent Agenda as follows:

Set Public Hearing – Sanitary Sewer Overflow Control Project. A Public Hearing was set for June 4, 2007 to receive citizen comment regarding the proposed Sanitary Sewer Overflow Control Project.

Motion supported by Councilperson Harvey and concurred in by unanimous vote.

PRESENTATIONS/INTERVIEWS

Varnum Consulting, Okemos, Michigan – Sandra Soltysiak

Ms. Soltysiak detailed the process her firm would follow to hire the new city manager. The process would include: research on issues specific to Owosso, assisting in the definition of the job profile, conducting an advertising campaign, gathering candidates, reducing the candidate pool through telephone screening process, administration of personality, leadership and aptitude testing, preparing a detailed summary report prior to interviews, and assisting in the development of a compensation package. Her philosophy is to cast a wide net and gather candidates with different backgrounds. The timetable for the search was estimated between 60-90 days with most successful candidates already located in Michigan. The fee for the search will be \$9800, with assessments costing an additional \$250 per candidate (with a maximum of 5) and background checks an additional \$100 each. The firm's background is mainly in the private sector.

Michigan Municipal League, Ann Arbor, Michigan – Bill Richards

Mr. Richards detailed his qualifications for conducting a manager search including his current position as Assistant City Manager in the City of Farmington. He detailed the process that would be followed to hire the new city manager, including the following: review the job description, development a candidate profile, aid in an advertising campaign, gather candidates, provide an executive summary of possible candidates, conduct reference checks, recommend a firm to conduct background checks, and schedule and assist with the conduct of interviews. He recommended the best candidate be offered a conditional employment offer to make sure the fit was good. He indicated their search philosophy was more of a targeted approach rather than a broad search, basing qualification of applicants on their relevant experience in public service and their fit with the organization. His fee would be 10% of the midpoint of the advertised salary range plus incidentals such as mileage, meals, and telephone calls. He indicated the search would not exceed 9 weeks in length. The firm's background is entirely in the public sector.

Mercer Group, Atlanta, Georgia – Jan Lazar

Ms. Lazar detailed the differences between the three firms interviewed. She indicated that part of her process would include interviewing community stakeholders and council members prior to developing a candidate profile, that the Mercer Group actively recruits candidates year round, most staff members have public sector experience (many as City Managers), and the process would take approximately 90 days. The fee for the search would be between \$16,500 and \$20,000. She also indicated that the Mercer Group had experience in both the public and private sectors. The philosophy of the firm was to find the best fit between community and manager.

There was general discussion regarding involving the public in the process, how to decide who key stakeholders would be, time concerns in relation to the MML candidate, the level of involvement proposed by search firm candidates, using a Michigan based company, performance

guarantees, cost concerns, performing background checks, and the level of involvement the Council would like to see from key staff members.

Motion by Councilperson Ford to select Hiring Solutions/Varnum Consultants to perform the search for the new city manager.

Motion supported by Councilperson Cline.

Roll Call Vote.

AYES: Councilperson Cline, Mayor Pro-Tem Owen, Councilpersons Ford, Horvath, Harvey, Bruff, and Mayor Robertson.

NAYS: None.

COMMUNICATIONS

Tom Ford. Cable franchise information (distributed at the meeting).

Sandra Soltysiak, Varnum Consultants. Search firm proposal (distributed at the meeting).

CITIZEN COMMENTS AND QUESTIONS

Burton Fox, 216 East Oliver Street, commented on his approval of the Council's performance and his appreciation of including citizens in the process.

ADJOURNMENT

Motion by Councilperson Ford for adjournment at 9:21 p.m.

Motion supported by Councilperson Harvey and concurred in by unanimous vote.

Linda L. Robertson, Mayor

Amy K. Kohagen, City Clerk