



Approved

**CITY OF YPSILANTI
SPECIAL COUNCIL MEETING MINUTES
CITY COUNCIL CHAMBERS
ONE SOUTH HURON STREET, YPSILANTI, MI 48197
WEDNESDAY, JANUARY 25, 2012
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:10 p.m.

II. ROLL CALL

Council Member Bodary	Present	Council Member Robb	Present
Council Member Jefferson	Present	Council Member Vogt	Present
Council Member Murdock	Present	Mayor Schreiber	Present
Mayor Pro-Tem Richardson	Present		

III. INVOCATION

The Mayor asked all to stand for a moment of silence.

IV. PLEDGE OF ALLEGIANCE

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. INTRODUCTIONS

Mayor Schreiber introduced Fiscal Services Director Marilou Uy and MML Search Facilitator Joyce Parker.

VI. AUDIENCE PARTICIPATION

None

VII. REMARKS BY THE MAYOR

Mayor Schreiber offered comments regarding appointing a city manager. He said it is a very important role and will have repercussions for a number years so is important for everyone to be vigilant about the process. Mr. Schreiber recalled Council passed a resolution hiring MML to conduct the executive search and Ms. Parker as the Search Facilitator.

VIII. CITY MANAGER SEARCH WORK SESSION - Joyce Parker, MML Search Facilitator

Joyce Parker thanked Council for the opportunity to facilitate the executive search for city manager and referenced her resume and past experience. She gave an overview of her work in other municipalities and entertained questions.

Ms. Parker gave a brief review of the search process, tasks and tentative work schedule.

Interim Manager Hansen referred to the time allotted for advertisement and questioned why four weeks is needed. He suggested less time and said four weeks seem excessive.

Ms. Parker explained the outreach process and said it would be done several ways including an email blast. She said she would review the process to see if it could be done in less time.

Mayor Schreiber asked how many searches of this type does the MML conduct annually.

Ms. Parker answered approximately 20 a year.

Mayor Pro-Tem Richardson asked if the position would be advertised in the MML monthly publication as well.

Ms. Parker answered yes and said it will be advertised in the ICMA publication also.

Council Member Murdock commented that the city has ballot issues going before the electorate on May 8th and asked would applicants be interested in the outcome first? He asked if there is a problem with the appointment date of a new manager in light of the outcome of the election.

Ms. Parker replied it the outcome of the election would be good information to have but individuals who apply should have done their homework before becoming a part of the process.

Mayor Pro-Tem Richardson asked Ms. Parker if she was available to become the city manager for Ypsilanti and said she really wishes she was available.

Ms. Parker commented that an interested candidate would not be swayed by the outcome of the ballot issue and any candidate shouldn't be swayed regardless.

Ms. Parker asked Council what they would like to see in terms of a candidate and referred to the ideal candidate worksheet and walked City Council through it.

Council members and Ms. Parker discussed the candidate profile worksheet, job description and position salary and benefit summary.

Council Member Vogt asked what is typical for a city of Ypsilanti's size.

Ms. Parker replied a bachelor's degree is required with a masters degree desired, however it depends on the city. She said experienced candidates will have both along with a number of years in local government service.

Mayor Pro-Tem Richardson agreed that a bachelor's degree is required with a master's degree being strongly desired and at least 5 years experience in local government.

Mr. Robb added he would like to see city manager experience as a requirement.

Mayor Pro-Tem Richardson commented that city manager experience is preferable, however if not experience as an assistant manager or major department head is acceptable.

Ms. Parker asked if director level at 5 years or above is sufficient.

Council agreed that director level of 5 years or above is sufficient.

Ms. Parker asked Council if they are interested in candidates that have worked in city's comparable in size of Ypsilanti and if there are any other specifics unique to Ypsilanti that should be paid close attention to?

Council Member Murdock replied experience in diverse community and in a university community.

Mr. Robb added experience in contract negotiations. He said skill sets is a huge priority.

Ms. Parker directed Council to review the list of qualifications she has provided and give direction.

Mayor Schreiber commented the list looks good. He added he thinks it is important that the candidate upholds the Council/Manager form of government is a good speaker, has a sense of place and financial experience.

Mr. Robb added computer skills. He said the ideal candidate must be very technical.

Council Member Vogt added desirable experience in financially troubled communities.

Council Member Bodary added willingness to allow facilitator to verify their skills without any problems. He highlighted the importance of making sure the candidate can do what they say they can because there is a problem if the employer cannot be contacted.

Ms. Parker said if the candidate expresses confidentiality she will forward the information to Council to see if they want to pursue or not.

Council Member Bodary said this information would be good once the selection is down to the last five candidates.

Ms. Parker said she will provide a semi-finalist list to Council and will narrow the scope to five for interviews.

Council Member Bodary asked what a training salary is.

Council Member Robb replied \$85,000 - \$96,000.

Mayor Pro-Tem Richardson suggested the salary not be stated. She said salary should be dependent on qualifications.

Ms. Parker said the posting could state a minimum salary depending on qualifications.

Council Member Bodary recommended the salary stay under \$100,000.

Mayor Schreiber recalled the previous city manager contract called for a car and said maybe the car allowance can be rolled into the salary. He agreed with Ms. Richardson and said not stating a salary will attract more candidates. He pointed out that there are furlough days every month also which represent a 5% pay cut.

Mr. Schreiber said he prefers to increase the salary and add no car allowance.

Council agreed to post the salary at \$85,000 with no ending salary.

Council Member Robb asked Mr. Hansen to send him the salary for the Assistant City Manager/Director of Administrative Services position.

Council Member Vogt said an up-and-comer may be willing to start below.

Mr. Hansen suggested Council build the salary in at the beginning and stay with \$85,000.

Ms. Parker said salary can be discussed as part of negotiations.

Council Member Vogt recommended starting the salary low with flexibility to go higher if necessary.

Ms. Parker said if Council is looking for an experienced manager, they will probably want a higher salary than other department heads.

IX. REMARKS BY THE MAYOR

Mayor Schreiber appreciated Ms. Parker and said he is looking forward to her service and moving the process along.

X. ADJOURNMENT

Council Member Jefferson moved, supported by Council Member Vogt to adjourn the meeting.

On a voice vote the meeting was adjourned at 7:06 p.m.