

**MUSKEGON CITY COMMISSION
SPECIAL COMMISSION MEETING
APRIL 30, 2013 at 5:30 p.m.
MINUTES**

Present: Mayor Gawron, Vice Mayor Spataro, Commissioners Hood, German, Markowski (arrived 5:50 p.m.), Wierengo, and Turnquist.

Discussion With Consultant for City Manager Recruitment

Andrea Sims, consultant for Waters-Oldani Recruitment, gave each Commissioner the opportunity to state the attributes and characteristics each considered most needed in a City Manager. She will compile the information to create a profile of the best qualified candidate. A brochure will then be created to sell the community and give realistic expectations of the City Manager.

A mass mailing will be sent, use several different websites nationwide. All resumes are to be directed to Ms. Sims who reviews each one. Those with the strongest resumes will receive a questionnaire. Approximately ten to fifteen resumes will be prioritized and forwarded to the Commission in booklet format. The Commissioners will be given a weekend to review the resumes. Once the Commission has narrowed the list of candidates, Ms. Sims will conduct extensive background checks and forward any information gathered.

Desired Attributes in a Candidate

Commissioner German – Would like an experienced individual that can come right in and move the City forward. Must have experience with economic development, public safety and health, have a sense of understanding with urban community development, be able to diversify our police department, and be reflective of the community as a whole.

Commissioner Wierengo – Must be approachable, share with City Commission, listen to ideas, and recognize that the commission has a lot of knowledge.

Commissioner Hood – Wants experience, vision to help develop the downtown area, include urban community in the development, that he/she follows through to make sure those companies issued tax breaks follow their affirmative action plans, and that the Manager shares information with the Commission.

Commissioner Turnquist – Experience is a necessity. Needs to appreciate the asset current department heads are. Have an appreciation that our employees are loyal and very good at their job, but one or two incidences can break that trust. Wants a Manager who can create positive feelings about the city and will continue to work on shared services with other municipalities. The Manager needs to be visible in the community. Wants to see an active recruitment of retail and colleges to the area.

Vice Mayor Spataro – Muskegon is the core City for the County with 39,000 residents. The role that we play is much larger than the size of our city. The relationships we have with surrounding municipalities is important. The City Manager is very visible. We are a very well run

city. A recent study says we are in the top ten for our size population in the State for economic stability. We need someone who is a good Manager but can move the city forward as well. We need to grow our tax base and continue to maintain the sound financial situation we have and continue to grow the city.

Mayor Gawron – Bryon’s willingness to partner with other communities and the citizens has been a great asset for the city. The right candidate needs to be focused on our financial integrity and expertise. Dedication of our staff and a good working relationship is a must. Needs to continue to develop staff talent and teamwork. Needs a good sense of public relations. Should not pander to the Commission, but give straight talk. Must be a strong leader. Someone who can take all the ideas and energy and help drive it. Major areas of concern include budget, ability to drive downtown lakefront and clean-up, retain and expand manufacturing jobs, and expand on our recreational offerings as well.

Commissioner Markowski – The City needs someone who will communicate openly and effectively, makes all the information accessible to Commissioners, and doesn’t let them feel that everything happens in the office. They need to encourage businesses, especially those that offer a good quality of life environmentally.

Ms. Sims – Are you comfortable with a full national recruitment? Yes

Vice Mayor Spataro wants someone who will stay five to ten years.

Commissioner Markowski – They need to be opened to change and making sure it’s positive and well executed.

Commissioner German – They have to have a vision. Communication, relationships, and involving department heads more and their insight.

Ms. Sims – we like to take about 60 days to present candidates. Thorough background checks will be conducted.

Commissioner Markowski – What professions are the best candidates from?

Ms. Sims – Executive Directors, Economic Development, City Managers, Deputies, Assistant, and County Management.

Mayor Gawron asked if Ms. Sims would guide the Commission in an appropriate salary. She indicated she would and the Commission will also know how much the candidates are currently making.

Commissioner Turnquist asked what the triple guarantee is. If the person leaves within a year, they will provide another search for free.

Vice Mayor Spataro – A candidate has to be able to work with bargaining units.

Ms. Sims indicated she would market the city’s strengths including its reasonable size community, high quality of life, there are opportunities to make a difference and see a change.

Discussion about a brochure took place. The brochure is what starts the process of advertising a position. The Commission needs to come to some kind of agreement on how it's going to be put together.

Ms. Sims indicated she will need the Commission's feedback within a week. The proof will be here next Tuesday. The Commission agreed to review the brochure at the Worksession meeting on May 13, 2013.

Mr. Mazade asked who the point of contact should be for the City. He indicated that he didn't believe it should be him.

It was suggested that it should be the City Clerk or City Attorney. The Commission will decide at its Worksession Meeting.

Adjourn 6:41 p.m.

Ann Marie Cummings, MMC
City Clerk