

CITY OF TECUMSEH
CITY COUNCIL STUDY SESSION
JULY 20, 2015
COUNCIL CHAMBERS
6:30 P.M.

Mayor Baker called the meeting to order.

Roll call was taken as follows:

Present: Mayor Baker, Council members Fox, Harmon, Naugle, Philo, VanAlstine and Wimple.

Absent: None.

Also Present: Acting City Manager Joseph Tuckey, City Clerk Jessica Hnidy, City Attorney Scott Baker, Joyce Parker, Jessica Reed, and Jan Fox.

Motion VanAlstine and seconded Naugle, to accept the July 20, 2015 Study Session agenda. Motion carried unanimously.

Mayor Baker explained that the study session was being held to discuss desired criteria for the new City Manager.

Criteria for New City Manager

Joyce Parker, Facilitator for the Michigan Municipal League, reviewed the process and timeline for the City Manager search and gave a brief synopsis of the proposed schedule. The tentative schedule with completion dates is as follows: Develop Profile completed by August 3, Advertisement completed by August 31, Review of Resumes/Selection of Finalists by September 14, Reference Checks/Interviews by October 5, Appointment by October 12, and Start Work by November 2.

Council members discussed desired qualifications for the new City Manager, and agreed that a Bachelors degree is required, but a Masters degree is preferred with areas of study in Economic Development, Urban Planning, and Budgeting. Council members also expressed a preference for a candidate with experience in budgeting, managing/supervising union and non-union employees, knowledge of Michigan state laws and inter-governmental relations, grants, and experience with Brownfield Redevelopment. Desirable personal traits included good character and work ethic, and a candidate who is personable and outgoing. Council members strongly agreed that the right candidate be involved in the community and commit to the success of the community to keep it on a progressive path. Longevity and commitment within the community is also desired. Mayor Baker added that the City desires a Manager that will make a commitment to the City by bringing their family here, growing within the community, and being proud to say that they represent the City of Tecumseh. Acting City Manager Joseph Tuckey added that experience with human resources, insurance and benefits were also important qualities sought by members of the City staff.

Joyce Parker will provide City Council with an ad copy for review based on the criteria provided by Council members. The ad will be reviewed and approved at the August 3 Council meeting, and upon approval the ad will be placed with MML, ICMA (International City County Management Association) and organizations that provide support in the professional position. Marketing and recruitment will include direct email, a video and faxes to appropriate individuals and organizations within the State, advising them of the opening.

Jessica Reed of the Michigan Municipal League gave a brief description of the recruitment video option that is now offered though the MML. The video is meant to help show candidates what the

community has to offer. The video would feature Council members, staff members, and members of the community. Reed will collaborate with the City Clerk and begin working on the video the week of July 27. She hopes to go live with the video August 3 or 4.

Motion VanAlstine and seconded Wimple, to adjourn the study session at 7:19 p.m. Motion carried unanimously.

Jackson L. Baker, Mayor

Jessica Hnidy, City Clerk