

CITY OF SOUTH LYON  
SPECIAL CITY COUNCIL MEETING  
JANUARY 18, 2014

Mayor Wallace called the meeting to order at 11:00 a.m.

Mayor Wallace led those present in the Pledge of Allegiance to the Flag

PRESENT: Mayor Wallace  
Council Members: Dixson, Kivell, Kramer, Rzyzi, and Wedell  
Absent: Kopkowski  
Also Present: City Manager Cook and Clerk/Treasurer Deaton

Ms. Joyce Parker of the MML stated she has been a facilitator for over 5 years with the MML, she worked in a consulting capacity with the State of Michigan and has also worked as a City Manager for many cities here in Michigan and in Indiana. She has a passion for public service and enjoys working with different communities.

Ms. Parker stated there is a proposed time frame for the City Manager search. The first process is development of a candidate and community profile. She further stated the position was posted as of Tuesday the 14<sup>th</sup>. Ms. Parker stated there will be two weeks for the information to be developed with a completion date of January 31<sup>st</sup>. She stated they have included 4 weeks for advertisement with a completion date of February 14, 2014. As we get closer to the date, the MML will do an email blast, and if there are any specific individuals the City is interested in, she can make contact with them as well. Councilman Kivell asked if that is a normal designation of time for advertising. Ms. Parker stated this is typical. Councilman Kramer asked if the MML is currently involved with other communities that are currently looking for City Managers. Ms. Parker stated yes, and if they find a candidate that is not a good fit for one community, they may approach them to interview for another community.

Ms. Parker stated the third step in the process is related to reviewing resumes. The selection of candidates to interview will be done within two weeks. She will review the posting for the requirements, and then evaluate each of the candidates based on the requirements for the position. She will narrow them down to the top 15, and then she will either interview them by phone or in person. She will then develop a list of semifinalists. She will give Council the listing of all candidates and the semifinalists and reference information as well. Ms. Parker stated she would like to get a list of concerns the Council would like the new City Manager to work on. Ms. Parker stated some candidates will like to remain private for different reasons. She stated when she provides Council with the candidate's information, she will give each candidate a number without a name until they are

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named as a finalist, then Council will be given their names. She will also give Council a summary that will demonstrate they have the qualifications Council is looking for.

Ms. Parker stated the fourth part is the reference check. She allows 3 weeks for the interview and reference check part of the process, with a completion day of March 20<sup>th</sup>. She stated there is an anticipation date for a week for Council to have interviews with a March 27<sup>th</sup> completion date. Ms. Parker stated the new City Manager possible start date of April 16<sup>th</sup>.

Discussion was held regarding the different circumstances when a candidate may want to apply to the City of South Lyon. Ms. Parker stated part of the interview process will explain why they are interested in South Lyon. Ms. Parker stated all interviews between Council and the potential candidates will be open to the public. Ms. Parker stated when Council will conduct the interviews; there are a number of ways for the interviews to be held. They can be between just Council and candidates, or they could include questions from Department Heads and the public.

Councilman Kramer asked Ms. Parker if the selection process for the initial interviews, is only her recommendation, or is there anyone else that may have input. Ms. Parker stated it is her recommendation of her assessment of the candidates. She further stated she will supply Council with the original list, as well as a short list. She stated she would like Council to narrow the candidates down to 5 or 6 candidates to interview. She further stated she would like a list of any issues the new City Manager will have to deal with and what qualifications are important for Council.

Mayor Wallace stated he thinks being a member of the community is very important. If they can't possibly move here, at least have their kids in our school district. The new City Manager will need to be more visible and work well with our department heads.

Councilman Wedell stated the budget is very important to him, as well as improving the economic development of our community.

Councilman Kramer stated he is looking for a strong willed candidate. It is a City manager form of government and that person will need to be able to deal with small town politics. Someone to follow their job and do what they need to get done.

Councilman Rzyzi stated he would like the new City Manager to focus more on budgets and long term planning with pensions, also someone to bring more businesses to our community.

Councilman Kivell stated it is important that the candidate is familiar with in-house utility such as water and sewer. Ms. Parker thanked everyone for their time.

## COUNCIL COMMENTS

Councilman Wedell stated we need to have someone on site while City Manager Cook is away.

Councilman Kramer stated he agrees we need someone in house while he is on vacation.

Mayor Wallace stated he would like to thank Ms. Parker for her presentation and he is confident things will work out fine for South Lyon.

Margaret Kurtzweil stated she owns a business at 417 S Lafayette and she looked at Joyce Parkers credentials and they are outstanding. She stated she has a client that is a City Manager and while working with him on his contract, she was able to speak with him regarding our situation here in the City. He is also highly qualified and has been a City Manager for many years. He provided her with some information that has not been discussed yet. He watched the meeting from October 28<sup>th</sup> as well as the following meeting, and also read articles on the internet. The one issue he spoke about was looking for a new City Manager at this time and he does not think this is the right time to do this. With the possibility of a recall, he doesn't think we will be getting any serious candidates for the job. She further stated with a recall in process the current Council that will be hiring this person, may not be the same City Council that this person will be working with in the future. Ms. Kurtzweil stated her client felt that the Council needed to wait until after the recall process, and then move forward looking for a new City Manager. She further stated she would like to hear some discussion regarding this possibly being an issue regarding the recall and hiring a new City Manager.

Councilman Kivell stated this issue could make it more difficult, but this same circumstance happens every time there is a city council election.

Mayor Wallace stated he does not consider a recall being in process until it is filed with the County, the language is approved and the signatures are taken, and they are not close to that at the moment.

Councilman Kramer stated he has been very vocal and angry regarding the way the City Manager was fired. He further stated regardless of that, regardless of the recall process, this process must move forward, we need a City Manager.

## ADJOURNMENT

### CM 1-1-14 MOTION TO ADJOURN MEETING

Motion by Kivell, supported by Rzyzi

Motion to adjourn meeting at 11:45 a.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

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Respectfully submitted,

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Tedd Wallace Mayor

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Lisa Deaton Clerk/Treasurer