

A Worksession of the City Council was held at City Hall, 200 S. Main Street, on Tuesday, January 30, 2018, at 5:00 p.m.

Present were Mayor Malewski and Councilpersons Burke, Harri, Wichman and Colestock. None were absent.

Also Present was Joyce Parker from the Michigan Municipal League.

Administrative Staff Present was City Treasurer Marri Jo Carr, Building Official LeRoy Hummel, Quality of Life Director Troy Stowell, Library Director Anna Curtis and City Clerk Kristy Reinecke. Police Chief Larry Weeks arrived at 6:09 p.m.

Purpose of the meeting was a worksession to review applicants for the City Manager's position. Notice of the meeting was duly given.

**Public Comments:**

None.

**New Business Topics of Discussion were:**

Joyce Parker, from the Michigan Municipal League, reviewed with Council the Resumes that she had received for the City Manager position.

Ms. Parker stated that 29 applications had been received and that 14 of the candidates did not currently live in Michigan. Ms. Parker stated that she had conducted phone interviews on 15 of the 29 candidates to narrow it down to the 7 that she was recommending to Council for consideration.

Ms. Parker reviewed the memo that she had sent to Council regarding her potential semi-finalists and how the Council wished to proceed. Ms. Parker stated that Council could interview all 7 that she was recommending, that they could narrow it down to 5, or that they could revisit the entire list and possibly pull candidates that she had not narrowed down to her short list onto the list of semi-finalists.

Council asked Ms. Parker to review all of the 29 applicants and give information on why she felt that they should not be considered for the position. Ms. Parker review all 29 candidates and gave explanations on why she felt that certain candidates would not be a good fit for the City of Eaton Rapids. Council thanked Ms. Parker for the review.

Council reviewed with Ms. Parker the 7 candidates that she was recommending to be semi-finalists. Ms. Parker gave background information on why she felt these 7 candidates would be a good fit for the City of Eaton Rapids. After a lengthy discussion, Council narrowed down the list of semi-finalists to 5 candidates that they wished to have interviews with.

Ms. Parker reviewed with Council that she will be pulling together a list of questions for the candidates for Council to review and add to as they wished. Mayor Malewski stated that the City will also be putting an advertisement in the paper asking for questions from citizens so that these can also be compiled and put into the questions that will be asked of the candidates.

It was the consensus of the Council and Ms. Parker to have all of the interviews conducted on Saturday, February 10<sup>th</sup>, beginning at 9:00 a.m. Ms. Parker stated that this will be a special meeting and be open to the Public.

Ms. Parker stated that she will work with City Clerk Reinecke on getting the questions to Council, and once that she has talked to the candidates selected and confirmed that they are still interested in the position, the Resumes will be forwarded to the Clerk so that they can be given to the Council. Ms. Parker again stressed the need for confidentiality as all of the candidates that are being interviewed are currently employed by a municipality and once the interview happens it is Public Information, but again, as only one candidate will be selected to fill the position, to give as much confidentiality to the interviews as is possible.

Council thanked Ms. Parker for her time and professionalism in this process.

**Old Business Topics of Discussion were:**

None.

**Public Comments:**

None.

The meeting was adjourned at 6:59 p.m.

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Paul O. Malewski, Mayor

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Kristy Reinecke, City Clerk