

SPECIAL COUNCIL MEETING
WEDNESDAY, JUNE 26, 2019
5:00 PM

A Special Council Meeting was held on Wednesday, June 26, 2019, at 5:00 PM at Council Chambers and opened with the Pledge of Allegiance to the Flag.

The following were present: Councilmembers Clark, Read, Chouinard, Robson, Detwiler, and Grano, and Mayor Denner

Also, present: Nick Sizeland, Interim City Manager, Jane M. Blahut, Finance Director/Clerk, and Dennis J. Levasseur, City Attorney

Mayor Denner stated the purpose of the Special Meeting is to allow Council feedback on the parameters for the recruitment for a new City Manager.

Mayor Denner presented Jeff Mueller, facilitator for the MML for the Executive Search for a City Manager.

Mr. Mueller presented an overview of the process that will be initiated in the search for a new manager.

Mr. Mueller stated the first task will be to collect data to allow for a profile of the City to be constructed for advertising and outreach activities.

Mr. Mueller stated he will be requesting collection of vital community statistics that will include the following:

- Population
- Area
- Average home price
- Average household income
- Diversity in population (age, education attainment, race, etc.)
- Commercial base
- Cultural and recreational opportunities in the area
- Educational institutions

Overview of the Organization

- Form of government
- Date of founding or incorporation
- Number of Council members and terms
- Municipal services provided and number of employees
- Budget numbers
- Reporting structure

Community Attributes, Challenges and Opportunities

From the impressions provided by the City Council during discussions, Mr. Mueller will flesh out a defining description of the community with its attractions; culture and traditions; and features and

qualities to use in our brochure to attract interested candidates. Mr. Mueller stated he will ask the Council to think through such things as:

- Significant traditions
- Expectations of your residents
- Goals or master plan initiatives
- Qualities that make Grosse Pointe Park unique
- Challenges
- Opportunities

Candidate Profile

During the meeting with the Council, Mr. Mueller will assist in completing a profile of preferred candidates. During the brainstorming session, Mr. Mueller will gather and record the Council's priorities in each of the following areas. The Council will need to reach a consensus around the attributes so Mr. Mueller can identify requirements and sketch a profile of the ideal City Manager. That ideal profile will form the basis for our advertising and published brochure. Among the descriptive Mr. Mueller will ask the Council to think through the following:

Knowledge needed

- Minimum educational requirements sought
- Years and type of experience desired
- Additional training or achievements preferred

Critical Skills and Abilities

- Communication style
- Management style
- Areas of necessary expertise needed (examples)
- Budgeting
- Finance
- Economic development
- Contract negotiations/HR
- Information Technology
- Media, public relations

Character and Personal Attributes Preferred

Our experience shows that each community and each organization is unique in its culture and character and, therefore, has the greatest chance of success when paired with an executive who best fits with the intrinsic needs of that particular administration.

The Council will be the sole arbiter of determining what type of character will best fit Grosse Pointe Park's needs.

Culture of the Organization

Mr. Mueller stated he would meet with the staff to determine the following:

- The expertise of existing staff members

- Expectations of staff for the new manager to assure a successful working relationship
- Work environment and operating traditions.

Mr. Mueller stated that a match between a manager's management style and the employees' expectations is critical to the organization's success.

Mr. Mueller stated the MML will take on several other tasks on behalf of Grosse Pointe Park. The additional tasks are as follows:

- Building outreach materials and placing advertising
- Collection of resumes and initial screening
- Presentation of a confidential matrix measuring applications against the knowledge, skills and attributes selected
- Provision of short-list of potential interviewees
- Production of an interview guide with questions derived from the profile priorities
- Scheduling interviews and
- Close-out of the process

Mr. Mueller stated a matrix will be undertaken based on the results of the discussions at this meeting. Resumes will come back within thirty days. The cream of the crop will jump off the matrix. In depth screening of the final ten candidates will be undertaken. A confidential report of resumes will be provided to the Council and the Council will decide which candidates to interview, at that point candidate names will be made available to the public.

Mayor Denner stated that Grosse Pointe Park shares services with the other Grosse Pointe communities. Dispatch services are shared between Grosse Pointe Park and Grosse Pointe City. The Public Safety Director and City Forester are also shared with Grosse Pointe City. Grosse Pointe Park is also in a coalition for health care with the other Grosse Pointe communities. There are several community groups Grosse Pointe Park participates with the City of Detroit.

Mayor Denner indicated the Grosse Pointes and Harper Woods City Managers meet regularly and get along well with neighboring communities.

Councilmember Clark stated inter-governmental relationships are important.

Mayor Denner stated the former City Manager will have a role in the D.D.A., T.I.F.A., and the Grosse Pointe Park Foundation.

Councilmember Clark stated the City of Grosse Pointe Park has many amenities due to the former City Manager's relationship with philanthropists.

Councilmember Detwiler stated the new City Manager has to have a good working relationship with philanthropists.

Councilmember Read stated strong communication skills are very important.

Councilmember Robson stated strong organizations skills, as well as communication skills are important.

Councilmember Chouinard stated a procedure for dealing with resident complaints is necessary.

Councilmember Grano stated the need for an early childhood development is necessary to pursue. He noted the quality of life in Grosse Pointe Park is excellent.

Councilmember Detwiler stated she is proud to live in a community that is diverse, both with the residents who reside here and the housing stock.

Councilmember Read stated Grosse Pointe Park is a tight knit community and people actually talk to their neighbors.

Mayor Denner stated he wants an administrator who wants to continue to evolve in the world we live in, we have to be dynamic.

Mayor Denner stated in the 80's the City was concerned the blight was going to continue in to the Park, and then Grosse Pointe City. It is now the opposite, our City is thriving, it offers opportunity and challenge.

Councilmember Read stated she wants a person who is a visionary and will work with Detroit groups.

Councilmember Clark stated he wants a charismatic person who is nice, and works well with employees.

Councilmember Robson stated he wants the administrator to have a warm relationship with the Council, but to be blunt, unvarnished, and assertive with an open-door informal policy.

Councilmember Detwiler stated she doesn't feel a strong finance background is necessary. He or she should have good communication and public relation skills and be a visionary.

Mayor Denner stated a good City Manager will keep the Council abreast of everything going on.

Councilmember Grano stated he feels the new City Manager should understand laws, including FOIA.

Councilmember Read stated she is big on the process. When we follow all the rules, our residents have confidence in us.

Mr. Mueller inquired as to the criteria for education and experience.

The Council unanimously felt the candidate should have a bachelor's degree and have had some supervisory experience.

Overall the Council is looking for a new City Manager who has budgeting experience, community involvement, infrastructure knowledge, human resources, labor management, economic development, city planning, and intergovernmental relationships.

Mayor Denner stated the sense of the Council is to rely on the Personnel Committee, we have such a committee for a reason. The Personnel Committee will vet and narrow down the candidates and the Council as a whole will interview the top three to five candidates.

Councilmember Read stated she would be interested in reviewing the resumes of candidates.