

## MONTROSE CITY COUNCIL SPECIAL MEETING MINUTES

December 5, 2024

### **CALL TO ORDER**

Mayor Banks called the special meeting to order at 6:00 p.m. The meeting was held at the Montrose City Office located at 139 S. Saginaw Street, Montrose MI.

### **ROLL CALL**

Present Council Members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Lori Machuk and Melissa Wallace-Hoose. Also present were Interim City Manager Bob Naumann and City Clerk Tina Rush. Member Todd Pangle was recorded as absent.

**PLEDGE OF ALLEGIANCE TO THE FLAG:** the Pledge of Allegiance was recited.

**PUBLIC COMMENTS ON AGENDA ITEMS:** DDA Board Deborah Gross volunteered information on how the council handled interviews for the city manager in the past and asked council to do their due diligence when interviewing the candidates.

### **SPECIAL BUSINESS**

*1. DISCUSSION/DIRECTION RE: CITY MANAGER SEARCH:* Pivot Group Representative James Freed reported that the job opening has been posted. He also mentioned that he has contacted candidates who may not be aware of the posting, which could expand the pool of potential candidates. In accordance with Michigan law, candidates may request confidentiality until they are publicly interviewed at a council meeting. All resumes contain redacted information to ensure consistency among all candidates. Freed advised the council to be cautious about sharing information before a public interview to protect candidate anonymity and provided an example where a candidate could be fired by their current employer for applying to another job, which could potentially expose the city to legal risks. Freed offered examples of inappropriate questions to ask candidates and advised the council to ask each candidate the same question to obtain a consistent response. Freed continued by conveying that once you select a candidate, you do not offer them the job, you appoint them as a lead candidate, and this is where the background and employment investigation would begin. Freed reached out to potential candidates to better understand their motivations for wanting to serve in Montrose, allowing him to narrow the selection down to five potential candidates. Interim Naumann began going over council's tallies for each candidate. Freed responded to the council's inquiries, providing additional information. Freed indicated that once you select the candidates, he will email those resumes un-redacted to the city manager. Pivot reminded the council that they have a 1-year placement guarantee, that if after 1 year the candidate does not work out, Pivot will come back out and start the process again, free of charge.

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Heslop that we interview Candidates No. 4, 7 and 11 and have Candidate No. 3 as an alternate. These interviews occur on Saturday December 14<sup>th</sup> at 9:00 a.m. All Ayes. Motion Carried.

**MAYOR AND COUNCIL COMMENTS:** Hoose said she had concerns in the beginning about the process, but she feels they are getting somewhere and thanked the council. Heslop said he thinks they have a fantastic pool of candidates and hopes that the interviews go as well. Mayor Pro-Tem Richard and Arnold said they are impressed with the candidate selection. Mayor Banks

## **MONTROSE CITY COUNCIL SPECIAL MEETING MINUTES**

**December 5, 2024**

commented not to blow them up too high because we are judging them on paper right now, let's wait until the interview.

### **ADJOURNMENT**

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to adjourn the meeting at 7:12 p.m. All Ayes. Motion Carried.

Prepared by, Tina Rush, City Clerk