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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – August 11, 2015

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A special meeting of the Manistee City Council was held on Tuesday, August 11, 2015 at 8:30 a.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

Michigan Municipal League Lead Search Facilitator Kathie Grinzinger reviewed question technique and process for city manager candidate interviews.

Meeting was called to order at 8:55 a.m. by her honor, Mayor Colleen Kenny.

PRESENT: Colleen Kenny, Edward Cote, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Eric Gustad.

ALSO PRESENT: Interim City Manager – R. Ben Bifoss, City Clerk – Michelle Wright, Kathie Grinzinger/MML Lead Search Facilitator, DPW Director – Jeff Mikula, and Finance Director – Ed Bradford.

### **CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

*None received.*

### **INTERVIEWS FOR THE POSITION OF CITY MANAGER.**

#### **Interview Schedule:**

9:00 a.m.	Mr. Timothy Wolff
10:30 a.m.	Mr. Anton Graff
Noon	Lunch Break
12:30 p.m.	Mr. Ryan Heise
2:00 p.m.	Mr. Patrick Jordan
3:30 p.m.	Mr. Kevin Bookout

### **CONSIDERATION OF CONDITIONAL OFFER OF EMPLOYMENT TO SUCCESSFUL CITY MANAGER CANDIDATE.**

Grinzinger informed Council of the next steps to be taken. They were to evaluate each candidate on how they fit the Community Profile developed at the beginning of the manager search and not compared to each other.

Council was to engage in public discussion with the goal to select one of the candidates for a conditional offer of employment. Before the final stage of the hiring process can be executed a motion should be offered to make a conditional offer to the candidate who secures the majority of support from Council members. The offer is conditional to allow other due diligence steps to occur and to enable withdrawal of the offer depending on the results of that research.

The due diligence steps include a background investigation, a physical, drug and alcohol screening, and additional reference checks. The Michigan Municipal League will conduct a background investigation of

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the primary candidate through a third-party professional firm. The investigation will include college transcript verification; criminal history, civil court case history; lien and driving record check, credit/financial record review and social security number trace. Because of the invasiveness of the background check and medical screens, only the top candidate moves through this phase.

If the candidate successfully completes the final background hurdle, negotiations between the individual and the City can commence leading to a contract and a start date.

The Council consensus was that their top three candidates were Heise, Jordan, and Bookout.

*Councilmember Cote excused himself from the meeting due to a personal emergency. Time: 5:30 p.m.*

Council then went thru the process of evaluating the remaining three candidates with how they fit the Community Profile.

MOTION by Gustad, second by Goodspeed to authorize the MML to make a conditional offer of employment to Mr. Patrick Jordan allowing other due diligence steps to occur.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

MOTION by Smith, second by Wittlieff to direct the MML to initiate the background due diligence process.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

MOTION by Goodspeed, second by Smith to direct the City Attorney to initiate contract discussions with Mr. Jordan.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

### **CITIZEN COMMENT.**

Comments were received by:

- Alan Marshall, 914 Vine Street & 6<sup>th</sup> District County Commissioner/ appreciated Council's efforts and patience in the interview process.
- Gary Patulski, 159 Quincy Street / thanked Council for allowing residents the opportunity to

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attend and participate in the process, also questioned what will happen if the conditional offer is turned down.

### **OFFICIALS AND STAFF.**

*None received.*

### **COUNCILMEMBERS.**

Members thanked various staff members, Grinzinger, Council, and the audience for their part of this process.

### **ADJOURN.**

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 6:53 p.m.

Michelle Wright MMC / CPFA, MiCPT  
City Clerk/Deputy Treasurer