



CITY COUNCIL

August 23, 2021

Special Meeting

1. Call to Order - 5:00 P.M. – City Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. New Business – Discussion regarding recruitment for the Clerk-Treasurer position
5. Adjournment

You may join the meeting remotely

Join Zoom Meeting: <https://us02web.zoom.us/j/81965283106>

Dial by Phone: 888-788-0099 US Toll-free

Meeting ID: 819 6528 3106

Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City Clerk at the earliest opportunity by emailing aterry@petoskey.us or by calling 231-347-2500 to request assistance.

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

Public meetings are being monitored and violations of statutes will be prosecuted.



BOARD: City Council

MEETING DATE: August 23, 2021 @ 5:00 P.M. **PREPARED:** August 20, 2021

AGENDA SUBJECT: Discussion Regarding Recruitment for the Clerk-Treasurer Position

RECOMMENDATION: That the City Council discuss

Background After extending the deadline date for two weeks and advertising the Clerk-Treasurer position with the Michigan Municipal League, International City Manager’s Association, Michigan Association of Municipal Clerks, Michigan Municipal Treasurer’s Association, Indeed, LinkedIn and the Petoskey Regional Chamber of Commerce website, the City received a total of 15 applications. An interview committee was established with four interviews occurring last Wednesday, August 18th. After hosting four extensive interviews, the committee agreed that none of the four finalists had the experience and skill set to be a successful Clerk-Treasurer for the City.

During the interviews, it became apparent that all four candidates had no municipal clerk experience. This is understandable as a treasurer position and a clerk position are two different fields requiring different skill sets and experience. The Clerk-Treasurer position may also have inhibited other treasurers/accountants/financial officers from applying for the open position because of a lack of clerk experience.

To increase the pool of qualified candidates the City Manager would like City Council to consider separating the clerk position from the treasurer position, restarting the recruitment process for strictly a treasurer position. As proposed, the clerk responsibilities would be delegated to Sarah Bek who is currently doing many of the clerk duties. Sarah has also completed the first year of the three-year Michigan Association of Municipal Clerk (MAMC) Institute. This institute is designed to enhance the job performance of clerks in small and large municipalities and is recommended for clerks seeking the Certified Municipal Clerk (CMC) designation.

Overall, the City Manager believes that the restructuring could be completed with little net financial impact to the budget.

The City Charter allows the City Council to combine or separate the City Clerk and Treasurer positions. See Section 5.8 Clerk-Treasurer from the City Charter.

Action Direction from City Council. If Council is agreeable, a motion could be made to direct the City Manager to commence recruitment for the City Treasurer position.

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Enclosure

- (h) Perform the duties prescribed by this Charter or required by the city council.

Section 5.3. Acting City Manager.

The city manager shall designate by letter filed with the city clerk a qualified city administrative officer to serve as acting city manager in case of the city manager's absence or disability. This appointment shall be approved by the city council.

Section 5.4. City Attorney.

The city council shall appoint a city attorney who shall serve as chief legal advisor to the city council, the city manager, and all departments and agencies of the City. The city attorney shall represent the City in any legal proceedings. The city attorney shall be licensed to practice law in the State of Michigan. The city council may engage one (1) or more attorneys with expertise for particular cases. The salary shall be fixed by city council.

Section 5.5. City Assessor.

The city council shall appoint a city assessor meeting statutory qualifications, who shall possess all the powers vested in, and shall be charged with all the duties imposed [upon] assessing officers by statute, or by ordinance of the City, or by resolution of the council. The salary shall be fixed by city council.

Section 5.6. City Clerk.

A city clerk shall be appointed by the city manager with approval of the city council solely on the basis of administrative qualifications. The salary shall be fixed by the city manager in accordance with budget appropriations. The city clerk shall be clerk of the council and shall, with the mayor, sign all ordinances. The city clerk shall keep a permanent journal of all council proceedings and ordinances; shall keep and preserve the corporate seal and all official documents; and shall administer oaths of office. In

addition, the city clerk shall perform all other duties prescribed by law, this Charter, and as directed by the city manager.

Section 5.7. City Treasurer.

A city treasurer shall be appointed by the city manager with approval of the city council solely on the basis of administrative qualifications. The salary shall be fixed by the city manager in accordance with budget appropriations. The city treasurer shall have custody of all monies of the City and shall perform all other duties prescribed by law, this Charter, and as directed by the city manager.

Section 5.8. Clerk-Treasurer.

The city council may at any time by resolution combine, or separate from combination, the office of city clerk and the office of city treasurer.

CHAPTER 6. LEGISLATION

Section 6.1. Existing Legislation.

All ordinances, resolutions, rules, and regulations of the City of Petoskey that are consistent with the provisions of this Charter shall continue in full force at the adoption of this Charter unless repealed or amended.

Section 6.2. Resolutions and Ordinances.

All actions of the city council shall be by resolution or ordinance. Resolutions shall be official actions of the city council in the form of a motion pertaining to internal affairs or concerns of the City. Acts that carry a penalty for violation shall be by ordinance.

Section 6.3. Enactment of Ordinances.

All legislation of the City of Petoskey shall be by ordinance. Each ordinance shall be identified by a number and a short title. Each proposed ordinance shall be introduced in written or printed form. The style of all ordinances passed by the city council shall be: "The City of Petoskey or-