



CITY COUNCIL

September 27, 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 Finance Director, Clerk/Treasurer job description and recruitment efforts
5. Adjournment

You may join the meeting remotely

Join Zoom Meeting: <https://us02web.zoom.us/j/83536977220>

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

Meeting ID: 835 3697 7220

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: September 27, 2021 @ 5:00 P.M. **PREPARED:** September 23, 2021

AGENDA SUBJECT: Discussion Regarding Finance Director, Clerk-Treasurer Job Description and Recruitment Efforts

RECOMMENDATION: That the City Council discuss with direction to staff

Background City staff recently undertook a recruitment process for the combined position of Clerk/Treasurer receiving 15 applications and holding four interviews. The Interview Committee unanimously felt that all four candidates did not have the experience and skill sets to be a successful Clerk/Treasurer for the City. After the unsuccessful recruitment process, the topic of separating the positions of Clerk and Treasurer or having one combined position was discussed at an August 23 special meeting. After much discussion, City Council voted to seek proposals and hire a recruitment firm for the current position of Finance Director, Clerk/Treasurer. See enclosed meeting minutes.

The City Manager recently spoke with GovHR representative Maureen Barry who is heading up the recruitment process for the Finance Director, Clerk/Treasurer position. Ms. Barry has voiced concerns over the inclusion of clerk duties, including oversight of elections, within the Director of Finance, Clerk/Treasurer job description. She feels it will be very difficult to recruit qualified candidates for a Finance Director position that includes clerk duties. See enclosed email from Ms. Barry. Ms. Barry will be participating in the meeting via Zoom.

Specifically, the clerk duties currently included in the Finance Director, Clerk/Treasurer description include the following:

- Under Summary/Objective the job description states: The Finance Director shall have custody of all monies of the City, shall be the clerk of the City Council and perform all other duties prescribed by law and the City Charter.
- Oversee the election process as required by law;
- As FOIA coordinator, receive, coordinate and respond to Freedom of Information Act requests as required in accordance with City policies and state law.

Staff has also included the Executive Assistant to the City Manager's job description, Sarah Bek's position. If so desired by City Council, the clerk duties could be incorporated into the Executive Assistant's job description allowing for recruitment of a Finance Director position without clerk responsibilities.

The inclusion of clerk duties in a Finance Director position is an anomaly when it comes to municipal organizational structure. A recent survey of comparable municipalities in northern Michigan show 15 of 16 communities separate the positions of Clerk and Treasurer/Finance Director. These communities with separate positions include:

Manistee, Marquette, Ludington, Suttons Bay, Cadillac, Kalkaska, Grayling, Sault Ste. Marie, Gaylord, Traverse City, Elk Rapids, Charlevoix, Mackinaw City, Escanaba and Boyne City. (It is notable that Boyne City has been unsuccessfully in their efforts to recruit for a Clerk/Treasurer for many months now and has decided to advertise for solely a Treasurer.)

Of the northern Michigan communities surveyed, only Harbor Springs has combined the two positions into a single City Clerk/Treasurer position.

Action It is strongly recommended that City Council follow the recommendation of Ms. Barry and the City Manager and separate the two positions of Clerk and Finance Director.

As stated previously, clerk duties could be undertaken by Sarah Bek. She has completed the first year of a three-year Michigan Association of Municipal Clerk (MAMC) Institute and has been involved in the election process for twelve years. She currently does many clerk duties including development of meeting minutes, assisting with voter registration, absentee ballot processing, and election administration including reporting and tests.

The City Manager recommends that City Council make a motion to approve moving forward with recruiting efforts for solely a Finance Director.

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Enclosures



CITY COUNCIL

August 23, 2021

A special meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, August 23, 2021. This meeting was called to order at 5:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: John Murphy, Mayor
Kate Marshall, City Councilmember
Derek Shiels, City Councilmember
Brian Wagner, City Councilmember
Lindsey Walker, City Councilmember (arrived 5:15pm)

Absent: None

Also in attendance were City Manager Rob Straebel, Clerk-Treasurer Alan Terry and Executive Assistant Sarah Bek.

Discuss Clerk-Treasurer Position

The City Manager reviewed that the application deadline was extended and the position was advertised for a total of 6 weeks on various platforms and a total of 15 applications were received; that an interview committee was established and interviewed four candidates last Wednesday; that the committee concurred that the four finalists did not have the experience and skill set to be a successful Clerk-Treasurer; that during the interviews it became apparent there was no municipal clerk experience; that a treasurer and clerk require different skill sets and experience which could have inhibited applicants; that he recommended separating the clerk position from the treasurer position and restarting the recruitment process for strictly a treasurer position; that clerk responsibilities would be delegated to Sarah Bek who is currently doing many clerk duties and reviewed that she has completed the first year of three of the Michigan Association of Municipal Clerk Institute to receive the Certified Municipal Clerk designation; that restructuring could be completed with little net financial impact to the budget; and that the City Charter allows City Council to combine or separate the City Clerk and Treasurer position.

City Councilmembers discussed the hiring process to-date, job description and title and asked for Al Terry's perspective on the position.

Mr. Terry reviewed that the position has included Director of Finance/Clerk-Treasurer since his appointment 28 years ago; opposed to separating the positions; that the wage is low and should be increased to attract more candidates; reviewed defined contribution retirement plans and that the current benefit is not desirable for new hires; and City Council could reconsider define contribution plans for non-union employees to align with recently approved collective bargaining agreements.

City Councilmembers concurred to continue the position as Director of Finance/Clerk-Treasurer, that the position be advertised through a recruitment firm, that the defined contribution plan be increased to Public Safety agreement amounts, to increase salary range based on the recruiter's recommendation and to involve the Director of Finance in the process.

There being no further business to come before the City Council, this August 23, 2021, meeting of the City Council adjourned at 5:35 P.M.

John Murphy, Mayor

Alan Terry, Clerk-Treasurer

From: Maureen Barry <mbarry@govhrusa.com>

Sent: Friday, September 17, 2021 2:33 PM

To: Robert Straebel <rstraebel@petoskey.us>

Cc: Laurie Pederson <lpederson@govhrusa.com>; Heidi Voorhees <hvoorhees@govhrusa.com>

Subject: Finance Director Duty Concerns

Good afternoon, Rob.

Following up on our earlier conversation today, as I mentioned I have some concerns about the Clerk-Treasurer components of this position I just learned of that I would like to discuss further with you, and the City Council if you like.

As I had mentioned to you previously, the Finance Director position is one of, if not the most, challenging positions we recruit for right now. Nationwide, we receive fewer applications for this position than for most other positions, and of those, far fewer have the types of specific experience that municipalities are looking for in a Finance Director candidate.

While the City's location in northern Michigan, physical beauty, proximity to Lake Michigan and great quality of life are definite assets and will attract some candidates, the candidate pool within the area will already be smaller as it is because of the City's location away from larger metropolitan areas. Qualified candidates for this position are in demand right now, so it's very important the City put its best foot forward in this recruitment from here on.

Conducting elections requires some special training and (usually) certifications that Finance Directors do not typically have and I am very concerned that including the Clerk-Treasurer functions that involve overseeing elections (and even FOIA requests to some extent) will cause capable, experienced potential applicants to steer clear of your position. As you probably are aware, Finance Directors tend to be somewhat conservative in nature and given the current politically charged environment surrounding elections in our country, this is likely to be a duty that they will not want to be responsible for, in addition to the already significant responsibilities of the position.

You had mentioned that one of your other employees handles many of these duties already, so I would highly recommend that you make elections and other City Clerk-related functions part of that or another employee's job duties, rather than including them in the Finance Director's.

I'd be happy to answer any questions you have about this message or our experiences in recruiting for this position. I look forward to working with you and the City. GovHR and I will do everything we can to help you conduct a successful recruitment and find a candidate that fulfills the City's expectations for a Finance Director, starting with giving you our best advice about how to position this recruitment from the beginning.

Respectfully,
Maureen Barry

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Maureen Barry
Senior Vice President



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City of Petoskey

Job Title	Finance Director, Clerk-Treasurer
Classification	Department of Finance, exempt City employee
Salary Range	Dependent upon qualifications
Reports to	City Manager

Summary/Objective

- Organize and effectively manage all financial aspects of the City. The Finance Director shall have custody of all monies of the City, shall be clerk of the City Council and shall perform all other duties prescribed by law and the City Charter.

Essential Functions

- Develop and maintain timely and accurate financial statements and reports that are appropriate and in accordance with generally accepted accounting principles
- Develop, implement and ensure compliance with internal financial and accounting procedures
- Coordinate and lead the annual audit process, work with external auditors and assess any necessary changes
- Develop, maintain and oversee financial accounting systems for cash management, accounts payable, accounts receivable, payroll, general ledger and utility billing
- Reconcile bank and investment accounts
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored as required by law
- Manage the acquisition of capital assets and ensure they are properly accounted for
- Oversee and lead annual budgeting process and prepare budget documents as required, for presentation to City Council
- Oversee all payroll functions to ensure that employees are properly paid and in a timely manner
- Ensure technology meets the organizations financial data processing, control and reporting requirements
- Oversee City's insurance coverages and ensure program and organizational risk is minimized
- Oversee the management of all leases, contracts and other financial commitments
- Oversee the election process as required by law
- As FOIA coordinator, receive, coordinate and respond to Freedom of Information Act Requests as required in accordance with City policies and state law
- Provide direction to staff members to promote effective and efficient operations
- Become knowledgeable in City's benefit insurance plans and administer plans as required including; worker's compensation, life, health, vision, dental, and AD&D

Competency

- Data entry skills, attention to detail, confident, self-disciplined, organized, advanced math skills, analyze information, reporting skills, good verbal and written communication skills, teamwork, stress tolerance, problem solving

Supervisory Responsibilities

- Supervises activities of Supervisors and Account Clerks in the Department of Finance.

Work Environment

- Inside work – office environment

Physical Demands

- Ability to use computers, copiers and related office equipment. Ability to lift boxes of office supplies (copy paper, etc.) and boxed records for storage in vault.

Position Type and Expected Hours of Work

- Office position (8 hours per day) Monday through Friday, currently from 8:00 AM to 5:00 PM with occasional evening meetings.

Travel

- No travel outside of area required for daily activities. Minimal travel required for meetings and periodic training.

Required Education and Experience

- Bachelor's degree in finance or accounting
- Three to five years' experience in accounting position including supervisory experience
- Understanding of accounting functions including; payroll, accounts payable, accounts receivable, general ledger
- Knowledge of relevant accounting software applications
- Understanding of generally accepted accounting principles
- Advanced excel and basic word software skills.

Preferred Education and Experience

- Certified Public Accountant
- Knowledge and experience in governmental accounting
- Extensive experience in supervision in accounting position
- Advanced understanding of internal controls

Additional Eligibility Qualifications

- Extensive experience in managing employees in governmental accounting position
- Knowledge of federal and state legislation related to governmental units

Affirmative Action Plan/Equal Employer Opportunity (AAP/EEO) Statement

The City of Petoskey is an Equal Opportunity Employer.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

I have reviewed this job description and have determined that it accurately reflects the position.

Employee Signature

Date

Department Head Signature

Date

Approved by:	
Date Approved:	



City of Petoskey

Job Title	<i>Executive Assistant to the City Manager</i>
Classification	<i>Salary, exempt City employee</i>
Salary Range	<i>Dependent upon Qualifications</i>
Reports to	<i>City Manager</i>

Summary/Objective

- To assist City Manager and other administrators with executive level administrative support functions; public and City Council contact work requiring detailed knowledge of City functions and practices; and to perform related work as required.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of these tasks which the employee may be expected to perform.)

- Receives and screens all visitors and telephone calls to the Office of City Manager and answer routine complaints and questions regarding City organization, procedures and practices.
- Compose or prepare notes, rough drafts, or according to standardized form, letters, emails, memorandums, correspondence, reports, presentations, and other documents often of a highly sensitive and confidential nature on administrative matters.
- Assists as assigned in maintaining calendar for the City Manager; schedules and confirms meetings and appointments; makes and confirms travel arrangements for City Manager and City Council.
- Assist in the preparation of agendas and minutes for the City Council, Downtown Management Board and Board of Review; prepare or assemble and duplicate related reports and information; distribute such materials according to established schedules and mailing lists, and perform such follow-up work as assigned to assure the efficient conduct of business at meetings.
- Maintain records for City administrators, research data and information and assist in the completion of reports.
- Maintain time and supply records for the administrative office.
- Reviews and administers all license applications and issues City licenses and permits including but not limited to mobile food vending, business registration, vacation rentals, boarding houses, redevelopment liquor licenses etc.
- Administers and updates the City website, social media accounts and weekly newsletter.
- Assists City Clerk with voter registration, absentee ballot processing and election administration including required reporting and tests.
- Perform related work as required.

Competency

- Considerable knowledge of modern secretarial and office procedures and practices.
- Organize, set priorities and exercise sound independent judgement.
- Reasonable knowledge of business English usage including grammar, spelling and punctuation.
- Reasonable knowledge of City organization and functions regarding ordinances, rules, policies and procedures, specifically governing the Office of City Manager.
- Speed, skill and accuracy in the operation of a business computer and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.
- Ability to record and transcribe with speed and accuracy.

- Ability to assemble data and prepare accurate records and reports.
- Establish and maintain highly effective working relationships with the City Manager, Mayor, City Councilmembers, staff and the general public.
- Ability to follow oral and written instructions.

Supervisory Responsibilities

- Oversees front-end staff involved with voter registration, absentee ballot processing and election procedures.

Work Environment

- Primary office work.

Physical Demands

- Not applicable.

Position Type and Expected Hours of Work

- Full time, administrative
- Work hours: Monday through Friday 8:00 A.M. to 5:00 P.M.
- Occasional evening and weekend work may be required as job duties demand.

Travel

- May travel for training.

Required Education and Experience

- High school diploma

Preferred Education and Experience

- High school diploma supplemented by secretarial and other commercial courses.
- Three years of experience in performing responsible secretarial and office work preferably in a public agency.

Additional Eligibility Qualifications

- Not applicable

Affirmative Action Plan/Equal Employer Opportunity (AAP/EEO) Statement

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I have reviewed this job description and have determined that it accurately reflects the position.

Employee Signature

Date

Department Head Signature

Date

Approved by:	
Date Approved:	