



**CITY COUNCIL**

November 15, 2021

***Special Meeting***

1. Call to Order - 5:30 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 with Michigan Municipal League Recruiter concerning a Recruitment Profile for the City Manager position
5. Public Comment
6. Adjournment

**Alternatively, join the meeting via the Zoom platform**

<https://us02web.zoom.us/j/89618007052>

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

Meeting ID: 896 1800 7052

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](mailto:aterry@petoskey.us) or by calling 231-347-2500 to request assistance.

Persons interested in addressing the Planning Commission or City Council during the meeting under public comment period can press the “raise hand” button or send a chat message in Zoom or by phone press \*9.

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



# City of Petoskey

## Agenda Memo

**BOARD:** City Council

**MEETING DATE:** November 15, 2021      **DATE PREPARED:** November 9, 2021

**AGENDA SUBJECT:** City Manager Search Profile

**RECOMMENDATION:** Provide comments to recruiter on profile for City Manager

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**Background** Glenn Anderson, Facilitator for the Michigan Municipal League, will be in attendance to conduct a work session with City Council to develop a Recruitment Profile for the City Manager position. The Recruitment Profile will include a Candidate Profile and a Community Profile.

Included is a copy of page 5 from the recruitment proposal discussing this profile phase of the search process. Mr. Anderson is also expected to meet with Department Heads earlier in the day to discuss the same items as well.

The special meeting will begin at 5:30 P.M. prior to the 7:00 P.M. regular Council meeting.

at  
Enclosure

# SEARCH PROCESS

## Profiles Phase

To begin the search process, the search facilitator will coordinate a work session with **council** as well as meet with staff and city-identified stakeholders to develop a comprehensive recruitment profile. During these sessions, the facilitator will spur the development of an ideal recruitment profile that the city can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position.

- The recruitment profile has two primary components:
  - ◆ **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community, and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection. An essential part of developing the candidate profile is for the community leaders to work with the facilitator to make sure desired qualifications match available financial resources.
  - ◆ **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, culture, services provided, etc.), and the community itself. This component is an excellent opportunity to highlight the quality of life aspects of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths, and cultural or entertainment opportunities.)
- The profile is used to develop a professionally designed recruitment brochure that will be featured on the League's classifieds page, which receives an average of 5,000 hits per week.
- During the profiling meeting, the facilitator will provide salary information and recommendations in order to attract the best applicants.
- **Note:** It is important for council to consider the salary recommendations carefully to create a competitive posting, one which will attract candidates to meet your expectations. If the community chooses to offer a compensation package outside of the range of the facilitator recommendations, we cannot guarantee a successful recruitment.