



CITY COUNCIL

September 27, 2021

A special meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, September 27, 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

Absent: None

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

Discuss Finance Director, Clerk-Treasurer Position

The City Manager reviewed that City staff undertook a recruitment process for the combined position of Clerk-Treasurer receiving 15 applications and holding four interviews and the interview committee unanimously felt that all four candidates did not have the experience and skill sets to be a successful Clerk-Treasurer; the topic of separating the positions or having one combined position was discussed at an August 23 special meeting and City Council voted to seek proposals and hire a recruitment firm; that he recently discussed with GovHR representative Maureen Barry who is heading up the recruitment process who voiced concerns over the inclusion of clerk duties, including oversight of elections, within the job description; that she feels it will be very difficult to recruit qualified candidates; reviewed clerk duties included in the job description such as overseeing the election process, FOIA coordinator and shall be the clerk of the City Council; that if desired by City Council, the clerk duties could be incorporated into Sarah Bek's, Executive Assistant, job description allowing for recruitment of a Finance Director position without clerk responsibilities; that inclusion of clerk duties in a Finance Director is an abnormality when it comes to municipal organizational structure; reviewed a recent survey of comparable municipalities in northern Michigan and 15 of 16 communities separate the positions of Clerk and Treasurer/Director of Finance; and that 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.

Ms. Barry gave a brief presentation on Director of Finance position and expressed concerns with clerk position and responsibilities within the job description, that the Finance Director position is one of, if not the most, challenging positions to recruit right now, but that GovHR will do everything to help conduct a successful recruitment and find a candidate that fulfills the City's expectations.

City Councilmembers discussed the position; the hiring process; recruiter's concerns with advertising position and separating duties; and Council's desire to advertise the position as is.

City Councilmembers concurred to leave the combined Clerk-Treasurer position as is.

There being no further business to come before the City Council, this September 27, 2021, meeting of the City Council adjourned at 6:00 P.M.