

**CITY OF OWOSSO
SPECIAL MEETING OF THE CITY COUNCIL
MINUTES OF NOVEMBER 15, 2017
6:37 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

PLEDGE OF ALLEGIANCE: MAYOR CHRISTOPHER T. EVELETH

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmember Loreen F. Bailey, Burton D. Fox (6:38 p.m.), Elaine M. Greenway, and Robert J. Teich, Jr.

ABSENT: Councilmember Daniel A. Law.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments or questions.

ITEMS OF BUSINESS

Mayor Eveleth indicated he wanted to hone the list of candidates, lay out the interview process, and select dates for city manager search related events.

Mayor Eveleth started the conversation to hone the list of candidates by listing his top 5 candidates. Each Councilmember then listed their top picks and there was discussion as to why some made the choices they did. The Council decided to interview the four candidates that were named almost unanimously by individual Councilmembers. Three of the selected candidates had requested anonymity and were noted as candidates A, B, and D. The fourth candidate selected was the sole internal candidate.

The Council then moved on to discuss how they would like to handle the interview process. City Manager Donald D. Crawford laid out a couple of processes he has seen used. Mayor Eveleth, to the best of his recollection, explained the process that was undertaken when Mr. Crawford was hired. After discussion regarding various aspects of the interview process the Council decided on the following: Candidates will be invited to tour the City in the afternoon followed by a meet and greet with the public and staff that evening. Feedback from the meet and greet will be solicited in preparation for interviews which will be held the following day at an open meeting of the full Council. Interviews will be 45 minutes each with 15 minutes in between candidates for discussion. Candidates will be housed at the Comstock Inn.

Public Safety Director Kevin D. Lenkart then detailed the background check process indicating it will be rather extensive. Because of the in-depth nature of the process he suggested the Council wait until they have limited their search to one or two candidates. He said trained officers on his staff will conduct the checks and he estimated they would take approximately two to four weeks to complete. Human Resources Director Jessica B. Unangst indicated that any candidate offered the position would also be subject to a drug screen and a psychological test.

The Council then discussed potential dates for the meet and greet and interviews settling on Tuesday, December 5, 2017 at 5:30 p.m. for the meet and greet (location to be determined) and Wednesday, December 6, 2017 at 6:30 p.m. for the interviews. They further decided to submit all their desired interview questions to Human Resources Director Unangst prior to the interviews. She will review, compile, and divide the questions among the Councilmembers for use during the interviews.

As the meeting came to a close the Mayor Eveleth requested Councilmembers return the resumes of the candidates not selected for interview to Ms. Unangst.

NEXT MEETING

Monday, November 20, 2017

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018
Building Board of Appeals - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – term expires December 31, 2019
Planning Commission – term expires June 30, 2020

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 7:08 p.m.

Motion supported by Councilmember Teich and concurred in by unanimous vote.

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk