

Proceedings of the Special Ironwood City Commission Meeting

A Special Meeting of the Ironwood City Commission was held on Tuesday, May 24, 2022, at 5:05 P.M. via Zoom.

The purpose of the special meeting is to conduct the first group session with the Ironwood City Commission and the Michigan Municipal League (MML) Search Facilitator for the Executive Search, City of Ironwood, City Manager Position.

1. Mayor Corcoran called the Special Meeting to Order at 5:10 P.M.

2. Recording of the Roll.

PRESENT: Commissioner Andresen, Korpela, Mildren, Semo, and Mayor Corcoran.

ABSENT: None.

3. Citizens wishing to address the Commission on Items on the Agenda. (Three Minute Limit)

There were none.

4. Group Profiling Session with MML Search Facilitator Glenn Anderson for the Executive Search, City of Ironwood City Manager Position.

Mr. Glenn Anderson, Facilitator for the MML, addressed the City Commission, presenting his background and explaining the process involved with the MML Executive Search. A minimum of 4 weeks of advertisement of the position will take place, using ICMA. It will also be advertised on the MML website, encompassing the Midwest region.

Assets of the community were discussed as well as listing the great attributes of the city organization. Discussion also took place regarding opportunities and challenges.

Commissioners addressed the advertising of the position, especially with regard to including an engineer background, not necessarily required or exclusive, but to be considered. The candidate profile was discussed, including at least 2-3 years of public administration background, as well as requiring a Bachelor's degree, with Master's degree preferred. A matrix would include education in management, human resources, grant writing, rural and community development and planning, finance, and technology experience.

Discussion took place on the attributes the Commission is looking at which included patience, open door, servant leadership, works well with others, easy going, community involvement, and a love of outdoors. Experience required would include 2-3 years of municipal management experience or equivalent, and not necessarily City Management experience. Skills listed would be multi-tasking with organizational skills a must. Good people skills would be listed as well. The ad will end up being six to eight pages in length, which is more of a prospectus.

Salary range was discussed of \$85,000 - \$105,000. Information on pension and the defined benefit plan, health insurance and benefit package, etc. will be included. Reimbursement for travel related to interviews or moving expenses needs to be considered. It was noted that residency is preferred. The day before interviews, candidates should be offered a tour with department heads. A meet and greet as a group with the public the night before should be done, involving the department heads as well, and offering food and drinks. The candidates enjoy this. A bus tour was suggested of the area.

As far as timeline, it takes 5 ½ weeks out between advertising and selection of candidates. A closed session will take place at that time. Reviewing of the resumes will take place in closed session, as well as selection of who to interview. Resumes are confidential, and those not used are destroyed. Interview schedule would be as fast as the Commission can devote the time; preferably 1 – 1.25 hours per interview is set aside. Discussion by Commissioners of selection of a candidate can take place right away or a few days after. It was recommended for Commissioners to have an open discussion before a motion is made to select a candidate. Information compiled by the Facilitator from the City Commission's input will now be prepared, and a draft of the advertisement will be sent to the Commissioners in about a week and a half to review.

5. Discuss and consider action related to Executive Search.

***Motion** was made by Andresen, seconded by Korpela, to move forward with the MML Executive Search based on information presented at tonight's Special City Commission Meeting. Unanimously passed by roll call vote.*

6. Adjournment.

***Motion** was made by Mildren, seconded by Semo, and carried to adjourn the meeting at 7:17 p.m.*

Kim S. Corcoran, Mayor

Wendy L. Hagstrom, City Clerk