

CITY OF MUSKEGON
SPECIAL CITY COMMISSION MEETING

Monday, April 29, 2022 - 2:00 p.m.
Muskegon City Hall, 933 Terrace Street, Muskegon, MI 49440
In the Commission Chambers, Room 107

MINUTES

Present: Mayor Johnson, Vice Mayor German, Commissioners Ramsey, Gorman, St.Clair, and Hood

Absent: Commissioner Emory

Request for Qualifications to Hire an Executive Search Firm

This is a request to initiate the process for hiring a city manager by considering whether to issue a Request for Qualifications to hire an executive search firm.

At the April 29th special meeting, the Commission reviewed the City's process for hiring its last city manager in 2013 and decided to follow the same outline for hiring its next city manager. The City Commission was asked to approve an RFQ for publication, approve a list of firms and organizations to receive the RFQ, and approve a schedule of the next steps.

Mayor Ken Johnson, Clerk Ann Meisch, and Counselor John Schrier met recently, and they submitted the following schedule for consideration:

May 2, 2022 City staff will mail, email, and post on social media sites the RFQ

May 12, 2022 @ 2 pm Proposals from executive search firms are due to the City Clerk

May 13, 2022 Staff will distribute all proposals to all Commissioners

May 20, 2022 at 2 pm City Commission Special Meeting to select a small number of executive search firms to interview

May 25, 2022 at 4 pm City Commission Special meeting to interview executive search firms, select executive search firm, authorize Mayor and Clerk to execute agreement with the Commission's preferred consultant.

Motion by Commissioner Ramsey, seconded by Commissioner Gorman to approve and initiate the process to hire an executive search firm as outlined above.

Roll Call Vote:

Ayes: German, Gorman, St. Clair, Johnson, Hood, Ramsey.

Nays: None.

MOTION PASSES.

PUBLIC PARTICIPATION

Discussion took place on the hiring of the next Public Safety Director and the organizational structure of the Public Safety Department. The Commission requested this item be placed on a future Worksession meeting and an organizational chart as well as job descriptions of management within the Public Safety Division be provided to the City Commission.

ADJOURN

Motion by Vice Mayor German, seconded by Commissioner St. Clair to adjourn the meeting at 2:35 pm.

MOTION PASSES.

Respectfully Submitted,

Ann Marie Meisch, MMC – City Clerk