

**COUNCIL VILLAGE OF MACKINAW CITY
MINUTES- SPECIAL MEETING
MML Manager Search**

7:00 PM

September 26, 2011

Pres. Jeff Hingston called the special meeting to order with the following Trustees present: Matt Yoder, Belinda Mollen, Janelle Bancroft, Richard Perlick. Absent- Trustees Steven Celez and Paul Michalak. Also present MML Facilitator Paul Preston and Clerk Lana Jaggi

Memo from MML search facilitator Paul Preston was received and placed on file. He reported from the 49 resumes that the MML received he has given council reports on the 9 candidates he felt were qualified base on the profile council devised previously. He reiterated these are his opinions only and council will determine which to interview, with a suggestion of at least 5

Council asked questions regarding whether Mr. Preston will facilitate interviews, what is recourse if interviews do not go well, how long should interviews last, department head involvement.

Motion Bancroft seconded Mollen to go into closed session at 7:20 PM to review candidate requesting privacy. Ayes-Yoder, Mollen, Hingston, Bancroft, Perlick. Absent- Celez and Michalak. Motion carried. No discussion.

Regular Session Resumed 7:30PM

Motion Mollen seconded Bancroft to move forward with five candidates MML has selected and begin scheduling process upon acceptations. Ayes- Mollen, Hingston, Bancroft, Perlick, Yoder. Absent- Celez and Michalak. Motion carried. No discussion.

Interview process and schedule was discussed and decided upon as follows:

-Council of the Whole-Work Sessions

October 7, 2011-begin 1:00 PM-3

October 8, 2011-begin 8:30 AM-2

-One hour per candidate with 15 minute discussion after each interview

-Department heads will participate by giving tours of Village facilities prior to interviews with Pres. Hingston meeting with department heads to go over interview schedules.

Motion Hingston seconded Perlick to provide one night's lodging pre candidate at the Village discretion. Motion withdrawn by both Hingston and Perlick after discussion regarding unfairness of where to stay.

Motion Bancroft seconded Yoder to provide a \$100.00 money voucher for candidate to use towards travel expenses. Ayes Hingston, Bancroft, Perlick, Yoder, Mollen. Absent- Celez and Michalak. Motion carried. No discussion.

List of possible interview questions were given to council by Mr. Preston to review and offer input. Reference reports will accompany each resume being sent to each council trustee. Educational transcripts will be required and background checks will be preformed.

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Mr. Preston will contact clerk with the following information:

-Accepted interviews

-Interview schedule

Motion Mollen seconded Bancroft to adjourn at 8:05 PM.

Respectfully Submitted;

Jeff Hingston, President

Lana Jaggi, Clerk