



FINAL

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on November 25, 2014, in City Council Chambers, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:04 PM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

City Clerk Halberstadt
Attorney Schultz

2. APPROVAL OF AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	JoAnne McShane, Councilmember
SECONDER:	Jeff Scott, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

3. OPENING COMMENTS - MAYOR GALVIN

Mayor Galvin read the following comments into the record:

This evening marks an historic moment in Farmington. Our city manager, Vince Pastue, has announced he will leave employment by May 31, 2015. He has cooperatively asked council to begin seeking a new city manager. Tonight, we begin that process.

The City of Farmington has been very fortunate. We have had a total of four....FOUR...city managers over the past 54 years. It has been eleven years since City Council hired Mr. Pastue and he took his ceremonial oath

on February 17, 2003. This infrequent transition is due to Farmington's status as a stable, destination employer for the position of city manager.

As a matter of historical reference, in 2003 City Council consisted of Mayor Jim Mitchell, Mayor Pro Tem Arnie Campbell and Council Members Mary Bush, Mike Harrison and Joanne McShane.

2003 was when the Space Shuttle Columbia was lost to disaster. The eastern portion of the continental United States lost power, including all of Farmington. And a flip style cell phone was state-of-the-art technology because the iPhone was still four years away from being released.

But now we turn to the future.

Over the past several months as part of our regular discussions, City Council began to review various organizational issues. Ironically enough, over the past 2 ½ years we have experienced a great deal of usual and positive transition in management of the city. In that time span we have four new Council Members, a new Superintendent of Public Works, a new Community and Economic Development Director, a new Assistant to the City Manager, and most recently a new Director of Public Safety and many other promotions within the city.

The past couple of years have proven to our citizens that Farmington is financially and organizationally strong and healthy.

I hope I can speak on behalf of the entire City Council when I say, it is our intent to continue to improve upon that.

I have a great deal of confidence in this group of City Council members to seek out the best field of candidates and hire the best qualified city manager for Farmington's long term prosperity.

4. NEW CITY MANAGER SEARCH PROCESS

A. New City Manager Search Process. Review of Proposed Search Process and Draft Request for Proposal for an Executive Search Firm

Clerk Halberstadt read a report outlining the process for the recruitment and appointment of a city manager as provided in the City Charter.

Mayor Galvin opened the floor for discussion.

McShane stated she would like the search firm that is chosen to focus their time and attention on finding eligible candidates within the state of Michigan.

Discussion followed regarding the general scope of services that would be provided by a search firm including meeting with community leaders and citizen groups and city staff leadership.

Schneemann noted this is an important moment in Farmington's history. He pointed out the current city manager, Vince Pastue, was able to keep Farmington financially sound, allowing the city to look forward to the future with some optimism. He stated at the same time, along with the community, he was able to establish a vision. The city has seen many, many projects during Pastue's tenure which have helped to strengthen the fabric of the city and position us well for the future. He stated Pastue's replacement will have some big shoes to fill, but will be taking over at a time where they will have a lot of tools with which to work. He would like to see someone who is a visionary.

Cowley stated he would like to see someone hired with a strong Michigan background, but the search should also expand outside the state. He asked if relocation expenses have been built into the budget. He would like to see five qualified candidates as finalists.

Discussion followed regarding whether the Request for Proposal (RFP) should include a strong desire for Michigan candidates.

City Attorney Schultz recommended against placing this provision in the RFP, but suggested it could be part of the interview process.

Galvin discussed the timetable for the RFP which included instructing the Clerk to send out the RFP electronically on November 26th with a deadline for responses of December 10th at 4:30 p.m.

Discussion followed regarding the interview process and expectations for the finalists including in-person interviews.

Galvin advised that at the December 15th study session Council would review the responses to the RFP and select three finalists.

Council agreed the response to the RFP should include both an electronic and hard copy.

Discussion followed regarding the timeframe for the recruitment and hiring of a new city manager. Galvin noted he does not feel the pressure to hire by May 31st which is the absolute final date of Pastue's employment.

Cowley stated he would like the new hire to have some time to spend with Pastue before he leaves.

McShane would like to see a broad section of the community involved in the search process.

Council discussed possible dates in which to conduct interviews of the three finalists.

Council agreed to include the following schedule in the RFP:

December 10, 4:30 p.m.	Deadline for RFP response
December 15 (study session)	Review RFP's
December 18, 19 & 22	Possible dates to conduct interviews

Galvin advised interviews do not necessarily need to be restricted to evenings only.

Cowley advised relocation expenses still needed to be addressed.

Galvin responded relocation costs do not necessarily need to be included in the RFP, but can be part of the interview process.

Schultz advised broad language could be included in the RFP regarding relocation expenses, but advised against providing any specifics. He discussed how the chosen search firm would proceed in the recruitment process.

Schultz will include broad language regarding relocation expenses in the RFP.

Galvin identified a short list of search firms to receive the RFP, including BidNet.

Motion to approve the Request for Proposal including broad language regarding relocation expenses and schedule for RFP submission and interview process; and authorize the City Clerk to send the RFP to various search firms as reviewed and agreed upon by City Council.

The votes were taken in the following order: Galvin, McShane, Schneemann, Scott, Cowley.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Scott, Councilmember
SECONDER:	JoAnne McShane, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

5. PUBLIC COMMENT

No public comment was heard.

6. COUNCIL COMMENT

Cowley stated a timeline should be established for the city manager search. He ideally would like to have someone on board by May 1st to allow Pastue to work with him/her for a month.

Schneemann stated this is an important time for our community. He noted the city manager plays an important part in shaping our community. He advised it is not only important for Council to engage in the search process, but the involvement of the public as well.

Discussion followed regarding the confidentiality of the candidates.

7. ADJOURNMENT

1. Motion to adjourn the meeting.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: JoAnne McShane, Councilmember
SECONDER: Greg Cowley, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 8:05 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____