

Meeting Minutes :

MINUTES OF A STUDY SESSION WITH THE ST. JOSEPH CITY COMMISSION HELD IN THE COMMISSION CHAMBERS, CITY HALL, ST. JOSEPH, MICHIGAN ON FEBRUARY 28, 2013 AT NOON.

PRESENT: MAYOR JUDD VIA TELEPHONE

COMMISSIONERS CHICKERING, GAREY, GOFF AND RICHARDS

CITY CLERK KOROCH

WILLIAM BALDRIDGE, MML CONSULTANT

ABSENT: NONE

Introductions of the Commissioners and staff present.

Mr. Baldrige presented a tentative search schedule beginning with the development of a candidate profile on March 7, 2013. Discussion ensued regarding the tentative schedule. There was scheduling consensus as follows:

- Mr. Baldrige will meet with stakeholders and management team members and the city commission on March 6 and 7
- Candidate profile will be developed
- Advertising will be both national and local; no specific salary will be included
- There will be a Meet and Greet Social Event the evening of May 11 - Staff will make all arrangements for the event; candidate and significant others will be invited to attend
- First Interviews will take place on May 11th - will interview the top five candidates, interviews will be scheduled on the hour beginning around noon
- Second Interviews will be conducted, only if deemed necessary
- Site visits may be conducted after the first interviews, if deemed necessary
- Mr. Baldrige will provide an updated schedule

There was discussion regarding the format for both the stakeholder group and the management

team meetings; both will be informal meetings in group form. It was noted that members of either group should feel free to speak individually with Mr. Baldrige after their respective group meetings. It was also noted that all management team members would be invited to participate in that meeting.

There was additional discussion regarding salary range, interview questions and contract negotiations.

There being no further business to come before this meeting, the meeting was adjourned at 12:45 p.m.

Mayor Pro Tem

City Clerk