

SPECIAL SOUTH LYON CITY COUNCIL MEETING
DECEMBER 21, 2017

Mayor Pelchat called the meeting to order at 6:30 p.m.
Mayor Pelchat led those present in the Pledge of Allegiance

Present: Mayor Pelchat, Councilmembers; Kivell, Kurtzweil, Parisien, and Richards
Also Present: City Manager Ladner, Chief Collins, Clerk Deaton and Attorney Wilhelm

Councilmember Walton arrived at 6:33 p.m.

AGENDA

Councilmember Kurtzweil stated she would like to add an action item to the agenda for the name of the person that will fill in as interim City Manager in Lynne's absence. She stated we need to ensure we have someone in place until we make a final decision on a temporary replacement. City Manager Ladner stated she will be available until January 4th. Councilmember Kurtzweil stated we need to have a motion for someone to act as interim as of midnight on January 3rd, 2018 until Council fulfills the vacancy. She stated we need to ensure a smooth transition so there is no gap because someone needs to be in charge. Councilmember Kivell stated he is ok with a discussion of said motion.

CM 12-1-17 MOTION TO ADD AN ACTION ITEM TO THE AGENDA FOR APPOINTING A TEMPORARY INTERIM CITY MANAGER

Motion by Kurtzweil, supported by Walton

Motion to add action item to agenda for appointing temporary interim City Manager

ROLL CALL VOTE:

Kivell- No

Kurtzweil- Yes

Parisien- Yes

Richards- Yes

Walton- Yes

Pelchat- Yes

MOTION CARRIED

PUBLIC COMMENT- None

NEW BUSINESS

1. Acceptance of resignation of Councilmember Rzyzi

CM 12-2-17 MOTION TO ACCEPT COUNCILMEMBER RYZYI'S RESIGNATION

Motion by Parisien, supported by Walton

Motion to accept Councilmember Rzyzi's resignation

Attorney Wilhelm stated he has provided confidential information to Council explaining they have 30 days per Charter from the date his resignation is accepted. He suggests Council decides on the procedure they want to follow before accepting his resignation because the 30-day clock will start once it is accepted. Councilmember Parisien asked if we should switch items #1 and #2 under new business. Attorney Wilhelm stated we could table item #1 until after item #2, or we could make a motion to do so.

12-21-17

CM 12-3-17 MOTION TO TABLE MOTION UNTIL AFTER ITEM #2

Motion by Kurtzweil, supported by Walton

Motion to table the acceptance of Councilmember Rzyzi's resignation until after item #2 is completed

VOTE:

MOTION CARRIED UNANIMOUSLY

2. Discussion and adoption of process to fill Council vacancy

City Manager Ladner stated she laid out a few options in a memo earlier this month, such as appointing the next highest vote getter, or the next highest Mayoral write in candidate, or since there was such a high interest in local government we could ask for a letter of interest and meet with the interested parties with some questions publicly, and then make your decision. She stated other communities have done that as well and we have time to get the word out to people that they have an opportunity to apply. Mayor Pelchat stated due to transparency issues, he believes that will be best as well. There were many people that didn't even know of this meeting tonight. He further stated he has heard of a few people that are interested. Councilmember Parisien stated although our pool is small and talented she thinks it is fantastic so many people are interested and an application process will supply us with more variety, and she agrees, not many people were aware of this meeting tonight and she wouldn't want to have anyone overlooked. Councilmember Kivell stated he is ok with that process as well. Councilmember Richards stated he is ok with that as well, most people didn't know about this meeting because he was told the advertising on our webpage was very small on the webpage. 75% of this town is probably greatly interested and it behooves our role to fulfill our fiduciary responsibility. Councilmember Kivell stated he doesn't believe we will get a lot of people, but he would like to see who is interested, we have some good candidates to look at. Councilmember Parisien asked who will make the questions for the candidates. City Manager Ladner stated Council should come up with the questions. City Manager Ladner stated the board application is available on our website, and we will also have the information available at City Hall and she will have a slide added to the Cable Channel. City Manager Ladner stated it is her intent to have everything posted tomorrow. Discussion was held on the deadline for the applicants to apply. Council decided the deadline will be January 10th at 5:00 p.m. Councilmember Parisien stated they could have a special meeting on Thursday January 18th for the purpose of reviewing/interviewing and discussing the applicants that are interested. Councilmember Richards stated when past Councilmember Selden passed there was a long lapse of time before his position was filled. There wasn't much fuss about it then. Councilmember Kivell stated it was probably within the 30 days. Councilmember Kivell stated he would like the newspaper to have this in the paper a few times before the deadline. Councilmember Parisien stated we can postpone the accepting of the resignation. Councilmember Kurtzweil reiterated the special meeting will be on the 18th and the deadline will be January 10th 5:00 p.m. Attorney Wilhelm asked if they will be interviewing everyone that submits an application. He further stated if so, you have to decide how and how many times you narrow down the number of applicants. The idea if you have 20 applicants and you fully interview each one, it will take a significant amount of time, you may want to think about the procedure you will follow. To avoid any challenges, any discussions held will need to be in an open session. Mayor Pelchat asked if we could use a subcommittee to narrow down the applicants. Councilmember Parisien asked if we give each person 5 minutes, and we keep our questions tailored and if everyone has their information in by the 10th and if we have many applicants we will have an idea. She wants to make sure everyone has their opportunity to speak. She stated we could readdress this after we see how many applicants we have. Councilmember Kurtzweil stated this is a simple selection process. She knows what criteria she is looking for, she won't have a lot of questions for someone that doesn't meet the skill set she is looking for. She stated we need to be fluid and flexible. If we need another night

after the 18th we could do that at the next Council meeting. Attorney Wilhelm stated you will just need to make sure if you give them a time limit, it has to be made clear and for each person. Mayor Pelchat stated we don't have to accept the resignation tonight due to the 30-day deadline. Councilmember Kivell stated we can accept the resignation the same night we appoint someone.

CM 12-2-17 MOTION TO ADOPT PROCESS FOR FILLING COUNCIL VACANCY OF COUNCILMEMBER RYZYI

Motion by Kurtzweil, supported by Richards

Motion for Council to adopt the following process to fill vacancy of Councilmember Rzyzi,

1. All candidates must submit a letter of interest, a resume, and completed City Board application normally used for fulfillment of Commission seats
2. Candidate packet must be delivered to Attn: of Interim City Manager by Wednesday January 10th, 5:00 p.m.
3. Council approves and designates Thursday January 18th as a special meeting held for the sole purpose of reviewing/interviewing and discussing interested applicants in being appointed to fill the position.

VOTE: MOTION CARRIED UNANIMOUSLY

Attorney Wilhelm stated you need to take the original motion regarding the resignation from the table.

CM 12-3-17 MOTION TO REMOVE ORIGINAL TABLED MOTION

Motion by Parisien, supported by Kurtzweil

Motion to remove the original motion currently on table of accepting the resignation of Councilmember Rzyzi.

VOTE: MOTION CARRIED UNANIMOUSLY

Attorney Wilhelm stated it is now on the table. City Manager Ladner stated she could remove her motion from the table and Council just not take action on it. Councilmember Parisien withdrew her motion to accept Councilmember Rzyzi's resignation and no action was taken by Council.

3. Replacement of City Manager during leave of absence

City Manager Ladner stated she has a serious health issue and will be out of the office for 4-6 weeks. She apologizes for this, but her physician asked her to do this over a month ago. She stated she has made an offer for a new Fire Chief and he is scheduled to begin December 27th, he will be working Monday-Friday afternoons and meetings and other times as needed. She stated we are in the process of scheduling the interviews for water and dpw. She is hoping to make an offer before her leave begins. She stated because we will have 2 new department heads, she didn't want to put this onto Chief Collins, so she spoke with MML regarding retired City Managers statewide that work as interim City Managers. Her suggestion is Bill Cousins. She has spoken with him and he is available, he has access to housing therefore there will be no housing reimbursement necessary. She further stated she believes he will be well suited and he is spoken very highly of. He has experience in budgeting, bargaining and has done this type of work before. She has learned a lot from him at presentations he has made at conferences. She stated she is updating her project board so they will be aware of any outstanding projects. Councilmember Parisien stated she has issues with this. She is trying to speed read through all of this information. Choosing someone to run our City after reading through this so quickly is a problem. City Manager Ladner stated she will be available until the 3rd, and the Mayor could handle any issues until the next Council meeting for Council to make a decision. She doesn't want to place the extra weight on Chief Collins. Councilmember

Parisien stated she believes there are other people that can fill in temporarily and she would like to see their resumes, she then said you mentioned the Mayor could step in for a few days, but we have a new Mayor and that seems unwise to burden him with this and she believes Chief Collins could fill in. She stated there was an emergency when you were off previously and it was a mad house. City Manager Ladner stated if there is a true emergency, Chief Collins will be busy with the public safety. Councilmember Kivell stated the Mayor could assist him if that happened. Further discussion was held about the interim City Manager position. Councilmember Parisien recommended Chief Collins for the position. Chief Collins stated he is always willing to help in the short-term future. Councilmember Richards stated we also have a very experienced City Clerk that has been here for years that can assist as well. Councilmember Richards stated he recalls there was a succession chart in the past. City Manager Ladner stated that chart will have to be re-done because we have two department heads that are no longer here. Councilmember Richards asked if the new Fire Chief is aware it is a part-time job. City Manager Ladner stated he is aware. Councilmember Kivell stated he would like to hear from anyone else interested in becoming the interim City Manager.

CM 12-4-7 MOTION TO APPOINT CHIEF COLLINS AS INTERIM CITY MANAGER

Motion by Kurtzweil, supported by Parisien

Motion to appoint Chief Collins as interim City Manager from January 3rd at midnight until another temporary/permanent person is put in place.

VOTE: MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

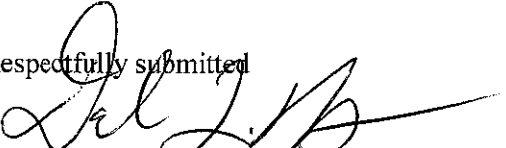
CM 12-5-17 MOTION TO ADJOURN

Motion by Kurtzweil, supported by Kivell

Motion to adjourn meeting at 7:21 p.m.

VOTE: MOTION CARRIED UNANIMOUSLY

Respectfully submitted



Mayor Dan Pelchat



Clerk Lisa Deaton