

City of South Lyon
 Special City Council Meeting
 City Manager Interviews
 July 31, 2018

Mayor Pelchat called the meeting to order at 4:00 p.m.
 Mayor Pelchat led those present in the Pledge of Allegiance.

Present: Mayor Pelchat, Councilmembers Kennedy, Kivell, Kurtzweil, Parisien, and Richards
 Also Present: Chief Collins, Attorney Wilhelm, Jaymes Vettraino and Clerk/Treasurer Deaton

Mayor Pelchat announced Councilmember Walton will not be attending the meeting tonight.

CM 7-1-18 MOTION TO EXCUSE ABSENCE

Motion by Kurtzweil, supported by Kennedy
 Motion to excuse absence of Councilmember Walton

VOTE: MOTION CARRIED UNANIMOUSLY

Councilmember Parisien stated she will be leaving at approximately 7:45 p.m.

MINUTES- None

BILLS- None

AGENDA

CM 7-2-18 MOTION TO APPROVE AGENDA

Motion by Parisien, supported by Kivell
 Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT- None

Mayor Pelchat then read the rules for the record, as they are printed on back of Agenda. Members of the public may speak at a Council meeting upon recognition by the Mayor. Public comment may only occur during periods designated on the agenda for public comment or a public hearing. A person may speak for up to two (2) minutes during each of the two public comment periods on agenda items or non-agenda items. Waivers of the time requirement may only be granted at the discretion of the Mayor, and waivers to speak at a time other than a designated comment period may only be granted by the Council. Any person wishing to make a presentation longer than two minutes or requiring audio-visual equipment is asked to contact the City Clerk requesting to appear on a future agenda. A person may only address Council from the podium. Only one person may occupy the podium at a time. All remarks are to be directed to the Mayor and Council. Speakers are not to engage in direct dialog with other meeting attendees. Any person who violates the Rules of Conduct, disturbs the peace at the meeting, and/or interferes with the meeting may be warned, ordered to be seated, removed, and/or ticketed. *This summarizes Council Resolution 04-18.

7-31-18

Complete Rules, including guidelines for considering waivers, are available in the Council Chambers and from the City Clerk.

NEW BUSINESS

1. City Manager Candidate Interviews

Jaymes Vettraino stated he is here to present candidates for the City Manager position. He stated we are here tonight to review the qualifications and fit for the City Manager. He further stated we have the opportunity to schedule a date for a final interview and we are not here to choose a City Manager tonight, but to review and decide who Council will want to interview again. He stated he provided the questions and note sheets for Council. He further stated we are going to stay within 45 minutes per interview. He further stated he has left comment cards for the public to if they have any questions or concerns they want Council to read. He stated there will not be any public comment during the interviews.

Mr. Vettraino introduced the first candidate Thomas Skrobola.

Mayor Pelchat then asked question #1.

We have your background materials in front of us, but would you please begin by reviewing your professional career path and career goals. Additionally, based on your knowledge and understanding of the City, how are you a good fit for the City and how is the City a good fit for you?

Mr. Skrobola summarized his work history. He was originally on the City Manager track working for a small community working on budgets, and day to day operations. He also played a key role in wiring their buildings for networking. He also was able to gain 2.3 million dollars in grants and loans to rebuild their water system. He then switched to the financial track. He worked for Rochester for a number of years, working on tax rolls, trial balances and also worked on the IT side as well. He oversaw the design and expansion of their City Hall, including their public safety buildings. Mr. Skrobola then went to Kalamazoo as their CFO. Kalamazoo faced the same challenges as other communities, but he was able to tackle the problem with legacy costs for retiree health care, along with facing the challenges that most communities face. Mr. Skrobola explained he thinks South Lyon is a community on the move.

Councilmember Kennedy asked question #2

Based on your research and understanding of the City, what do you believe are the most important opportunities and challenges for the City in the near term and how would you approach these?

Mr. Skrobola explained he would be in support of implementing the master plan and to use the vision of the community to balance the various interests and ideas. He then discussed the great opportunities that are ahead because of the economy but also there will always be challenges. He explained he would be interested in seeing the results of a community survey to understand what the community is looking for.

Councilmember Parisien asked question #3

Please describe the process you would follow to comprehensively evaluate the current operations of the City and develop innovative improvements.

7-31-18

Mr. Skrobola explained he would evaluate current operations by talking to staff and discussing how they do things and why they do things in that way. Also listening to their feedback in a structured way and looking at particular ways to diagramming the process and so on. Also, to get the energy going and building confidence so people feel like they make a difference is important.

Councilmember Kivell asked question #4

The City is interested in improving its budget development process, fiscal reporting to the City Council, planning for its capital projects and management of its long-term liabilities. Please provide examples from your past experiences that demonstrate your fiscal management experience and your ability to implement financial policies set by the governing board.

Mr. Skrobola summarized his experience in Kalamazoo as the CFO. They were able address their legacy cost for retiree health care by generating money with bonds, and by bargaining with the collective bargaining units. They were also able to keep their health care at 4% per capita. He was able to put together a very effective forecasting system for tax revenues in October and by the time the tax roll was set, they were usually within \$40,000 to \$50,000.

Councilmember Kurtzweil asked question #5

What do you see as the City Manager's role in communicating with the press and public? And how, specifically do you plan to be successful in communicating with the public?

Mr. Skrobola explained job number 1 is being truthful and being prudent to make sure whatever you are communicating is easily understood.

Councilmember Richards asked question #6

The City is interested in improving its success in applying for, receiving and administering grants for important City priorities. Could you please provide your experience in administering grants and how you would approach implementing a successful grant application and management plan for the City?

Mr. Skrobola explained his experience with grants. He stated he has accessed grants for road work and infrastructure. He explained they were very successful in obtaining a wide variety of grants at Kalamazoo.

Mayor Pelchat asked question #7

Please describe the process you would utilize to recruit and select talented staff.

Mr. Skrobola explained his philosophy is to hire people that have a career path and allow them to move around within the organization. He further stated networking is helpful as well.

Councilmember Kennedy asked question #8

Collaboration and community involvement are important to the City. Please describe how you would plan to professionally collaborate with other organizations in the community and how you plan to personally become involved in the community.

Mr. Skrobola explained the biggest success of being a City Manager is building relationships. He stated in the past, he has reached out to local businesses and the civic leaders in the community. They revamped their purchasing process and they reached out to the small businesses to increase the buy local idea.

Councilmember Parisien asked question #9

If someone were to Google search you, what would they find regarding your past public positions and is there any information or background you would like to provide regarding the publicly available information?

Mr. Skrobola stated there is nothing too remarkable.

Councilmember Kivell asked question #10

If selected as the next City Manager, what would you predict your tenure would be?

Mr. Skrobola explained he would like to stay at least 5 years, and see the City through a few cycles of capital projects and help get a long-term plan in place.

Mr. Vettraino asked Mr. Skrobola if he had any questions for Council.

Mr. Skrobola asked what are the strengths of the community. Mayor Pelchat stated the staff is very team oriented and they are looking for leadership. He explained the town is a very family oriented and it has all the great amenities and the downtown has great potential.

Mr. Skrobola asked what challenges he will be facing if he is chosen for the job. Mayor Pelchat stated we have several positions that need to be filled, and leadership is going to be very important.

Mr. Skrobola thanked the Mayor and Council for interviewing him, and he feels his experience and skills fit with the needs of the City. South Lyon is a great community.

Mr. Vettraino introduced Tracey Schultz Kobylarz.

Mayor Pelchat then asked question #1.

We have your background materials in front of us, but would you please begin by reviewing your professional career path and career goals. Additionally, based on your knowledge and understanding of the City, how are you a good fit for the City and how is the City a good fit for you?

Ms. Kobylarz summarized her experience as a Township Supervisor of Redford. She brings a unique perspective because she has been a Trustee as well. She has also been on the Zoning Board of Appeals. Her strength is in general management, she serves on the elected body as well as being the township manager. She has done her homework on the City. She can be a strong leader. Ms. Kobylarz likes to lead with a team mentality. Her approach is to work with department heads and Council to bring a shared outlook when working on the budget.

Councilmember Kennedy asked question #2

Based on your research and understanding of the City, what do you believe are the most important opportunities and challenges for the City in the near term and how would you approach these?

Ms. Kobylarz explained that her opinion is it is important for the City Manager and City Council to work well together. She is impressed with the DDA Director as well as Council's courage to push the local businesses to redevelop their property.

Councilmember Parisien asked question #3

Please describe the process you would follow to comprehensively evaluate the current operations of the City and develop innovative improvements.

Ms. Kobylarz explained from an outsider's prospective, she would like to have a strategic planning session with Council. She stated she is a strategic visual thinker. She further stated she would like to meet with Council individually as well as collectively. We would also include the employees and the public as well. The more people involved the better. That will determine what the City needs and what her goals should be.

Councilmember Kivell asked question #4

The City is interested in improving its budget development process, fiscal reporting to the City Council, planning for its capital projects and management of its long-term liabilities. Please provide examples from your past experiences that demonstrate your fiscal management experience and your ability to implement financial policies set by the governing board.

Ms. Kobylarz explained that financial responsibility is the number one most important thing. You need to look at the City's short-term goals, and long-term goals. There needs to be a plan in place to make sure we address all issues, such as OPEB and retirements and pensions. Redford Township had a deficit of 10.2 million dollars. They were going to run out of cash within 5 years if they didn't change the way they did things. She now holds a financial vision session each year.

Councilmember Kurtzweil asked question #5

What do you see as the City Manager's role in communicating with the press and public? And how, specifically do you plan to be successful in communicating with the public?

Ms. Kobylarz explained she is a social media guru. She stated she didn't see a lot of information on the City's side. She stated another role of the City Manager is getting the information out to the residents and responding to their questions or concerns. She further stated when communicating with the press, she should be able to contact them and they should be able to contact her for anything as well.

Councilmember Richards asked question #6

The City is interested in improving its success in applying for, receiving and administering grants for important City priorities. Could you please provide your experience in administering grants and how you would approach implementing a successful grant application and management plan for the City?

Ms. Kobylarz explained they wrote a number of grants and she has a lot of experience with many different types of grants. She has done that working on her own, and with other people as a team.

Mayor Pelchat asked question #7

Please describe the process you would utilize to recruit and select talented staff.

Ms. Kobylarz explained we need to make sure we have a community that people want to work in. She stated if we have highly skilled and talented employees, it will be easier to hire additional talented employees. She stated there are different recruiting techniques for different types of jobs. We don't need a third party for hiring most people. People don't always take a job because of the pay, it's more about the climate in which people get to work. Ms. Kobylarz further explained recruiting is something she has done for many years.

Councilmember Kennedy asked question #8

Collaboration and community involvement are important to the City. Please describe how you would plan to professionally collaborate with other organizations in the community and how you plan to personally become involved in the community.

Ms. Kobylarz stated someone cannot be a successful City Manager without getting involved with the community by joining the Chamber of Commerce and by looking at the faith groups to see if they have a shared joint program. She then stated she formed a program called Building a Better Redford, which evolved into One Redford which was a program for the Police Department, Fire Department and the faith groups. They would come together once a month to discuss what the community's needs are.

Councilmember Parisien asked question #9

If someone were to Google search you, what would they find regarding your past public positions and is there any information or background you would like to provide regarding the publicly available information?

Ms. Kobylarz explained you will find she was the first women elected to the position she currently holds. It was a cantankerous election. She then won the second election again, but there are always people that don't like the way you lead. She was elected three times. You have to let the water run-off, but sometimes it will still hurt. She further explained she is very strategically oriented when it comes to finances. She stated sitting in the boss's seat, you will always take the blame for things that happen in the community. There are some falsehoods out there as well, and she just lets it go. She is very involved with many organizations.

Councilmember Kivell asked question #10

If selected as the next City Manager, what would you predict your tenure would be?

Ms. Kobylarz explained she would like this to be her last job, and she doesn't see retirement in the near future, but probably 10 years.

Mr. Vettraino then asked if she has any questions for Council.

Ms. Kobylarz asked Mayor Pelchat what would his ideal City Manager be. Mayor Pelchat stated we are looking for strong leadership, and to have good communication skills as well. Truthfulness is important too. Infrastructure is important as well.

Ms. Kobylarz explained communication is something she is good at, and being truthful is important even if it isn't good news.

Mr. Vettrano asked about how the transitioning will work from going from an elected position to an appointed position. Ms. Kobylarz stated the toughest thing will be leaving a community where 97% of the community voted for her in the last Election. She will have to tell them she has taken a different career path. She can retire from that community at any time. She is now more of a figure head because they have changed the way their government works.

Ms. Kobylarz then explained what Council doesn't know is she has always chosen to be the most dedicated person no matter what she is doing. She stated she will always give more than 100%. Her hobby is her work, she is very flexible. There is a time for fun and a time for seriousness.

Mr. Vettrano introduced Allyson Bettis

Mayor Pelchat then asked question #1.

We have your background materials in front of us, but would you please begin by reviewing your professional career path and career goals. Additionally, based on your knowledge and understanding of the City, how are you a good fit for the City and how is the City a good fit for you?

Ms. Bettis explained she is public servant and her last 35 years has been in public service. She began as a tax administrator, then went on to Oak Park, then onto Garden City where she has been ever since. Public service is important. South Lyon is a good fit, it is similar to the community she currently serves. She would be a good fit. South Lyon is able to balance the small-town history against the sustainability of a City that will continue for future generations.

Councilmember Kennedy asked question #2

Based on your research and understanding of the City, what do you believe are the most important opportunities and challenges for the City in the near term and how would you approach these?

Ms. Bettis explained some priorities are common place such as economic development, there is a constant struggle between major cities and the outlying cities to ensure they are attracting the kinds of businesses to keep them sustainable. We also need to be the kind of city that attracts different people. She also stated we have to watch the finances. One of her strengths is finances. She has been able to make sure the city came through the financial bad times, and she could do that with the City as well.

Councilmember Parisien asked question #3

Please describe the process you would follow to comprehensively evaluate the current operations of the City and develop innovative improvements.

Ms. Bettis stated she would have to find out what is going on, what Council's priorities and she would move forward with implementing them. Also speaking with the administrative team to

find out what their priorities are, as well as what challenges they are facing. Then evaluate those and bring everyone together and talk about it as a team.

Councilmember Kivell asked question #4

The City is interested in improving its budget development process, fiscal reporting to the City Council, planning for its capital projects and management of its long-term liabilities. Please provide examples from your past experiences that demonstrate your fiscal management experience and your ability to implement financial policies set by the governing board.

Ms. Bettis stated she is the Chief Financial Officer for Garden City. One of her jobs is to make Council aware of the finances for the City. She updates them monthly. They will then go through all the paperwork and have a conversation explaining everything. She is responsible for the day to day of the financial operations, as well as the budget and audit process. She sometimes has to ask the hard questions such as why a department is over budget.

Councilmember Kurtzweil asked question #5

What do you see as the City Manager's role in communicating with the press and public? And how, specifically do you plan to be successful in communicating with the public?

Ms. Bettis explained the key word is transparency and openness. She has a resident, council members, employees that come into her office every day with questions and comments. She stated if you let people express their concerns, you have to be there.

Councilmember Richards asked question #6

The City is interested in improving its success in applying for, receiving and administering grants for important City priorities. Could you please provide your experience in administering grants and how you would approach implementing a successful grant application and management plan for the City?

Ms. Bettis explained she has a grant administrator at her current job, so she has learned a lot from her. Garden City has gotten over 5 million grants in the last few years. Her goal would be to emulate the expertise of their grant administrator.

Mayor Pelchat asked question #7

Please describe the process you would utilize to recruit and select talented staff.

Ms. Bettis stated she likes to educate current staff. She wants staff to leave their service with more knowledge than when they arrived. She stated she encourages training and mentorship. She has a lot of networking resources and when she leaves her current community, there will be a group of talent that she could ask to replace her.

Councilmember Kennedy asked question #8

Collaboration and community involvement are important to the City. Please describe how you would plan to professionally collaborate with other organizations in the community and how you plan to personally become involved in the community.

Ms. Bettis explained she likes smaller communities, because you can be more involved. She is a member of the Kiwanis, she attends and volunteers for all the events. You can't find out what your community needs if you are distant and not involved. That is what public service means to her.

Councilmember Parisien asked question #9

If someone were to Google search you, what would they find regarding your past public positions and is there any information or background you would like to provide regarding the publicly available information?

Ms. Bettis explained there will be many things from Oak Park and Garden City. You will find pictures of her traveling from all over the world. Also, she is president of the Wayne County Treasurer's Association.

Councilmember Kivell asked question #10

If selected as the next City Manager, what would you predict your tenure would be?

Ms. Bettis stated she doesn't plan on retiring anytime soon, at least 5 years. You should always leave your position with a legacy. She thinks everyone should have someone that can assume your responsibilities if you leave.

Mr. Vettraino then asked if she has any questions for Council.

Ms. Bettis asked Mayor Pelchat asked about the City Manager position, and what they want from a City Manager. Mayor Pelchat stated we need someone to lead by example, good communication, and help our staff be better and understand their roles better. A person that can communicate with the residents better. Basically, someone to take the opportunity to lead the community further.

Ms. Bettis then asked in terms of economic development, what is the Council looking for. Mayor Pelchat stated for several years we have focused on redeveloping the downtown and keep the blue collar unique downtown while still not turning away new opportunities. We need some leadership and a push. Ms. Bettis then asked how built out the City is. Mayor Pelchat stated we are looking at the growing communities around us, but have limited space for growth.

Mr. Vettraino asked Ms. Bettis to explain her current reporting relationship with the current City Manager and Council. Ms. Bettis stated they have a new City Manager and she reports to him, but she has known her Council for 20 years or more. It is easy for her to have conversations with Council. When you take a new position, you have to make a commitment and she is hoping the transition if she leaves Garden City will be smooth. She will not abandon them.

Mr. Vettraino asked how she will manage reporting to a group of 7 Councilmembers. Ms. Bettis stated the easiest way to communicate is email, that is a good way to ensure no one is left out, but that doesn't mean she doesn't have conversations with individuals as well as the Council as a whole. She is very honest, and she understands what her responsibilities are and that she works for the entire body of Council, not just individual members.

Mr. Vettraino then asked Ms. Bettis if there is anything else she wants Council to know.

Ms. Bettis explained as she gets further in her process, she is pleasantly surprised between the City she serves now and South Lyon. She wants to be an influence to the community. She believes in public service. One of the things she notices as a Clerk, is we get a lot of voters for presidential elections, but not many for local elections. Local Elections is what makes the community thrive, and she loves being a part of that. Making a difference in people's lives is what makes her happy.

Mr. Vettraino introduced Bruce Thompson.

Mayor Pelchat then asked question #1.

We have your background materials in front of us, but would you please begin by reviewing your professional career path and career goals. Additionally, based on your knowledge and understanding of the City, how are you a good fit for the City and how is the City a good fit for you?

Mr. Thompson explained he was with the City of Westland for 24 years. He began after working in the City of Monroe as a planner. He then went to Westland and began as a planner. He worked with a Director that taught him a lot, after he retired, he became the Director. He has learned a lot from different Mayors. In 2011 he took over the building department which gave him the opportunity to learn many things. The Mayor was confident in him to allow him to take over the economic development director. Planning, building and economic development work hand in hand. We have a TIFA district as well as a DDA. He stated they work on a lot of community-oriented projects. He will be potentially retiring in 120 days. He decided to continue to grow and look for a community that will grow with him. He was been fortunate to be a part of the Westland community, but he is looking for a new challenge.

Councilmember Kennedy asked question #2

Based on your research and understanding of the City, what do you believe are the most important opportunities and challenges for the City in the near term and how would you approach these?

Mr. Thompson stated with the state of revenue sharing, most communities are having budget challenges. He stated the City of South Lyon's budget has a decent budget surplus, but that doesn't mean you take it and run with it. He would have to sit with each of the directors to see what is needed in the future. It is a collaborative item to deal with.

Councilmember Parisien asked question #3

Please describe the process you would follow to comprehensively evaluate the current operations of the City and develop innovative improvements.

Mr. Thompson explained he would have to sit down with each of the directors and to be a manager you have to look at people as professionals and treat them with respect. You have to listen to what they have to say, and look at the fluctuations their departments have gone through. He has a lot of ideas, but he would have to meet with everyone and listen to their needs.

Councilmember Kivell asked question #4

The City is interested in improving its budget development process, fiscal reporting to the City Council, planning for its capital projects and management of its long-term liabilities. Please provide examples from your past experiences that demonstrate your fiscal management experience and your ability to implement financial policies set by the governing board.

Mr. Thompson explained one of the more important things he has done in the past, is when the state revenue sharing went down, they sat down as a community and looked at what everyone's long term goals were. They met with the residents as well. He further stated, they looked at how do they address the issue to ensure they stayed in the black. We then began projected budgets 3-5 years out. Infrastructure concerns were looked at, and how they would pay for those things. He stated it has been very successful. He thinks the best way to do it is to do so in the open. Transparency and sitting down with everyone to see what everyone needs and to ensure we are all on the same page.

Councilmember Kurtzweil asked question #5

What do you see as the City Manager's role in communicating with the press and public? And how, specifically do you plan to be successful in communicating with the public?

Mr. Thompson explained that he has dealt with the press a lot, and one of the things he prides himself with is being professional, and understanding they are professional as well. Making sure they are aware of all the good things happening in the community is important and making sure they focus on that.

Councilmember Richards asked question #6

The City is interested in improving its success in applying for, receiving and administering grants for important City priorities. Could you please provide your experience in administering grants and how you would approach implementing a successful grant application and management plan for the City?

Mr. Thompson explained he recently obtained a grant from SEMCOG. He stated they have an up to date master plan as well. He stated one was a non-motorized grant, and the first step was for the educational program. In 2019 they will be implementing that program. He stated it wasn't a huge grant, but it requires just as much administration. Following through with MDOT and SEMCOG is important. Making sure you have matching funds is also important to ensure you can get the grants. There is a limited amount of grants out there, but if you target what you are looking for, you can usually find something.

Mayor Pelchat asked question #7

Please describe the process you would utilize to recruit and select talented staff.

Mr. Thompson stated assuming he would need to, he has worked with a lot of people and have made a lot of connections. He would have to work through personnel, but there are many resources out there such as MML. There are different organizations you can use to get involved. You just sit down with people and get to know them. Sometimes people don't necessarily have the resume someone else has, but they are customer service oriented and seem like the right fit. Things can be learned which is part of being a professional.

Councilmember Kennedy asked question #8

Collaboration and community involvement are important to the City. Please describe how you would plan to professionally collaborate with other organizations in the community and how you plan to personally become involved in the community.

Mr. Thompson explained collaborative is a good word. He works with many different organizations and collaborative goes from bottom to top. You have to be collaborative with the people you serve as well. He stated it is really a matter of looking at what our community can do together. Everyone has the same goal, to move the community forward.

Councilmember Parisien asked question #9

If someone were to Google search you, what would they find regarding your past public positions and is there any information or background you would like to provide regarding the publicly available information?

Mr. Thompson stated he has never googled himself, but he prides himself in being very professional, and he has a high set of standards. It has become who he is, and you will find that if you google him. He is straight forward and he deals with everyone professionally.

Councilmember Kivell asked question #10

If selected as the next City Manager, what would you predict your tenure would be?

Mr. Thompson stated he would stay as long as Council would want him. He wants to stay somewhere where he can make a difference. One of the luxuries he has had, if he is asked a question, but he doesn't know the answer, he will find the answer. He wants to stay where his work is appreciated.

Mr. Vettrano asked if he has any questions for the Mayor.

Mr. Thompson stated he has done a lot of research, he has looked through the budget. His sister lives in the area, and it is one of the fastest growing areas in Michigan. He stated he is comfortable with his knowledge of South Lyon.

Mr. Vettrano stated the City is a strong Mayor form of government. Can you describe your role working with an elected official versus an appointed official?

Mr. Thompson stated he works with elected officials every day. His Council has his cell phone number and he doesn't work just 9-5. Becoming a city manager versus an administrator he thinks the most important thing is being prepared and making sure the elections officials are prepared to ensure they have the information they need to make decisions. We have to work together, and even if everyone can agree to disagree and move ahead professionally, that is a great working relationship.

Mr. Vettrano asked how his departmental budget preparation is.

Mr. Thompson stated he started in one department and went through 3. They have a budget director, but he is involved and always learning. The state requirements are the same regardless of the size of the community. He stated he has looked at the City's budget and he has a good handle on it, but the City also has terrific resources such as Plante Moran. He is capable of doing the budget, and working with the department heads as a team. Things always change, so you have to be able to adapt.

Mr. Thompson stated he appreciates the opportunity to be at this interview. He was very excited when this position opened. He and his wife are looking at moving out this way. He wants a place to grow and be a part of a community. This is the kind of place they would like to live, and it is important for him to be a part of a community and have a stake in it.

Mr. Vettrano introduced Paul Zelenak

Mayor Pelchat then asked question #1.

We have your background materials in front of us, but would you please begin by reviewing your professional career path and career goals. Additionally, based on your knowledge and understanding of the City, how are you a good fit for the City and how is the City a good fit for you?

Mr. Zelenak stated he has worked in municipal government for 30 years. He started in Rochester Hills as an engineer. He then obtained his business degree, then masters degree. He knew he wanted to make a difference in the community. He stated he enjoys helping to solve problems and it gave him the opportunity to meet people and he enjoyed it. He stated he often has learned more from bad managers than good ones. He knows what to do and what not to do. Mr. Zelenak stated he worked within the assessing department, the engineering department, he then worked on a 2-year strategic planning process. He then worked at the Village of Ortonville. He worked on a little bit of everything. Mr. Zelenak then explained when working in the smaller communities, you learn to chip in. He worked with the DDA, the zoning board of appeals, and because of all of that he feels he is a good fit for this community. This is a good opportunity.

Councilmember Kennedy asked question #2

Based on your research and understanding of the City, what do you believe are the most important opportunities and challenges for the City in the near term and how would you approach these?

Mr. Zelenak explained that working in a community, an important thing to have is a plan for the future, such as a capital improvement plan, a street plan, and a water and sewer rate study. He stated working on a multi-year financial budget will help as well. He stated collaboration with the staff, working with Councilmembers and training to set the proper culture for City Hall.

Councilmember Parisien asked question #3

Please describe the process you would follow to comprehensively evaluate the current operations of the City and develop innovative improvements.

Mr. Zelenak stated working with staff, looking over manuals, reviewing budgets, and looking over union contracts, getting the opportunity to get to know the businesses in the community as

well as the faith leaders. He then stated getting the chance to meet people is very important, to see and be seen is important. He stated one on one is the best approach. Some of the best respect he has gotten was from doing so. He rode with the police officers and that helped them to understand he wanted to be a part of their department and to trust him.

Councilmember Kivell asked question #4

The City is interested in improving its budget development process, fiscal reporting to the City Council, planning for its capital projects and management of its long-term liabilities. Please provide examples from your past experiences that demonstrate your fiscal management experience and your ability to implement financial policies set by the governing board.

Mr. Zelenak explained the budgeting process is that it is a year-round process. He is preparing now for the 2019 budget year. He stated this is the first time they have had a Capital Improvement plan. It gets everyone on the same page. He stated it is currently 77 pages long. At the same time, you should have a 5-year budget plan. At the same time, it is important for the public to see the government is acting pro-active and they are prepared for their future.

Councilmember Kurtzweil asked question #5

What do you see as the City Manager's role in communicating with the press and public? And how, specifically do you plan to be successful in communicating with the public?

Mr. Zelenak explained to be and be seen is very important to him. He needs to be prepared for any meetings. The public needs to see the City Manager at events and should be a part of the events. It is having an open-door policy, and when you open the lines of communication, people trust you more. He then stated the staff needs to be open as well to keep everyone informed. The rumor mill can be a bad thing, and if it is, it needs to be nipped in the bud.

Councilmember Richards asked question #6

The City is interested in improving its success in applying for, receiving and administering grants for important City priorities. Could you please provide your experience in administering grants and how you would approach implementing a successful grant application and management plan for the City?

Mr. Zelenak explained that grants are important and each department head needs to be looking for grants. His experience has been working with the department heads and consultants, and they have obtained over 2 million in grants in the last 5 years. He stated you need to know what is happening underground, you don't want to put in a new road, then find out you have to tear up the road to fix something underground. One of the recent grants they got was for \$5,000 to replace the trees in the Cemetery. It was a small grant, but it was still a savings to the City. He then discussed some other grants the City of Linden was able to get.

Mayor Pelchat asked question #7

Please describe the process you would utilize to recruit and select talented staff.

Mr. Zelenak stated if there is existing staff, he would use existing job descriptions and reviewing them with the current employees. He stated you have to have exit interviews as well. Using certain municipal locations to recruit individuals, and having a culture at City Hall that will make people want to come work at City Hall. He then stated talking with staff and getting feedback is important.

Councilmember Kennedy asked question #8

Collaboration and community involvement are important to the City. Please describe how you would plan to professionally collaborate with other organizations in the community and how you plan to personally become involved in the community.

Mr. Zelenak stated collaboration has to start at the beginning. Meeting with the schools to share services is a possibility. There are many opportunities to collaborate with other communities, such as purchasing equipment that the communities wouldn't need at the same time would work well. Collaborating and meeting the different groups to let people know he wants to preserve downtown is important as well.

Councilmember Parisien asked question #9

If someone were to Google search you, what would they find regarding your past public positions and is there any information or background you would like to provide regarding the publicly available information?

Mr. Zelenak stated there would be videos and photographs of things he has done in different communities. He worked in Lake Orion and they went to assist with rebuilding a school after Hurricane Katrina. He further stated there is another Paul Zelenak as well. He met the one that works at Wayne County. If you look at the videos, you will know he is a community minded individual.

Councilmember Kivell asked question #10

If selected as the next City Manager, what would you predict your tenure would be?

Mr. Zelenak stated at least 10 years, he wants to work in a community that wants him and where he can make an impact on the community.

Mr. Vettraino asked Mr. Zelenak if he had any questions for Council.

Mr. Zelenak asked Mayor Pelchat what they see as their immediate goals for the City Manager. Mayor Pelchat stated there are some immediate things that need to be addressed, such as leadership, reviewing the job roles at City Hall as well as working towards a change in morale, working with communities around us as they grow. He stated we have some vacancies in department heads that need to be handled. We are a small community, the see and be seen idea is great.

Mr. Zelenak stated he is different than many managers because he has worked his way up through many departments. His specific training is unique, obtaining his assessors license, being a registered builder, working on strategic planning, and being able to work on writing ordinances and communicating with the public is important as well.

Councilmember Parisien left the meeting at 7:50 p.m.

Councilmember Walton entered the Council Chambers at 8:00 p.m.

Mr. Vettraino stated the goal is to get to a number of candidates that Council would like to interview. You can interview any number that you choose. He recommended Council to choose 3 candidates at a minimum. He further stated this is currently not a vote, but a discussion to decide who will be chosen to be interviewed at the next meeting.

Mayor Pelchat stated this has been an exciting day. He stated when he started he wanted to make sure we were thorough, and he was convinced we were going to ask 3 candidates to return for follow up interviews. He would like to have Paul Zelenak, Tracey Kobylarz, and Thomas Skrobola to come back for second interviews. Councilmember Kivell thanked everyone for coming for the interviews, but he agrees with Mayor Pelchat, he would like to see the same people return for second interviews. He further stated there was a great deal more solidity to their statements with a broader scope of understanding of every element that will need to be acted on as City Manager. Mayor Pelchat thanked everyone that applied, as well as everyone that interviewed. Councilmember Kennedy stated those are the same three he would like to have back for further interviews. He further stated the other two positions have had second tier jobs, and we need someone that will hit the ground running. Councilmember Richards stated he would like to have Bruce Thompson back, but his favorite would be Paul Zelenak, although he would like Tracey to come back as well. Councilmember Kurtzweil stated she wants to thank all candidates that applied, as well as the ones that interviewed tonight. It is a brave thing to do. She also agrees with Mayor Pelchat, and she had time over the weekend to review the resumes as well. Councilmember Walton apologized for running late, but she studied the resumes over the weekend, and the three that everyone has chosen, are the same ones she would like to interview.

CM 7-3-18 MOTION TO INVITE THREE CANDIDATES BACK FOR SECOND INTERVIEWS

Motion by Kurtzweil, supported by Kivell

Motion to invite Thomas Skrobola, Tracey Kobylarz and Paul Zelenak for second interviews on the 23rd of August

VOTE: MOTION CARRIED-1 ABSENT

CM 7-4-18 MOTION TO ALLOW JAYMES VETTRAINO AND CITY ATTORNEY TO BEGIN WORKING ON EMPLOYMENT AGREEMENT

Motion by Kivell, supported by Richards

Motion to allow Jaymes Vettraino and Attorney Wilhelm to begin working on employment agreement

VOTE: MOTION CARRIED- 1 ABSENT

PUBLIC COMMENT

Ryan Lare of 716 Grand Court stated he wanted to thank all of the candidates and it was an enjoyable evening and he was happy to be part of it.

COUNCIL COMMENTS

Councilmember Kennedy stated he wanted to remind everyone of Blues, Brews and Brats this coming Saturday.

7-31-18

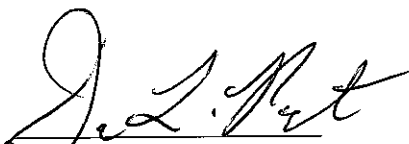
CM 7-5-18 MOTION TO ADJOURN

Motion by Kurtzweil, supported by Walton

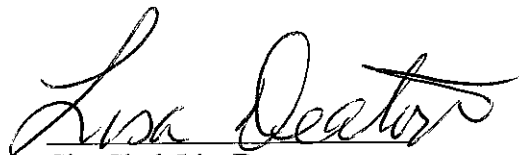
Motion to adjourn meeting at 8:40 p.m.

VOTE: MOTION CARRIED- 1 ABSENT

Respectfully submitted,



Mayor Dan Pelchat



City Clerk Lisa Deaton