

**VILLAGE COUNCIL SPECIAL MEETING
MINUTES
Village Hall Council Chambers
Wednesday, January 23, 2019**

1. CALL TO ORDER

President Nedrow called the meeting to order at 6:02 p.m.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Present: Yourke, Sienkiewicz, Nedrow, Scott, Dumont, Duff, Malek

Absent: None

Others: Village Interim Administrator Kondek, Frank Walsh, Attorney Jennifer Elowsky, Chief Ellsworth, Village Interim Clerk Tabitha Linsenmeyer

4. CALL TO THE PUBLIC

No one in attendance from the public.

5. DISCUSSION OF INTERVIEW PROCESS

Nedrow reported there was a change in the order of interviews due a plane delay. Each candidate will be asked the same list of 18 questions.

INTERVIEW CANDIDATES FOR VILLAGE ADMINISTRATOR/CLERK POSITION

MOTION by Duff, seconded by Dumont, to amend the agenda for the order of interviews for the candidates. Motion carried.

- a. 6:00 P.M. – Mark Gilbert
- b. 7:30 P.M. – Neil Rankin
- c. 8:15 P.M. – Michael Smith
- d. 9:00 P.M. – Tyler Thompson

ADMINISTRATOR REVIEW QUESTIONS

Council asked each of the candidates the following questions.

1. The Village Council has thoroughly reviewed your resume. Can you share some things about you that are not included within your resume?

2. Please share with us what you have learned about Wolverine Lake since you applied to be our next Administrator/Clerk. Is there one thing stands out to you as needing attention?
3. From your resume, it appears you have a career filled with accomplishments. Tell us about two that you are most proud of.
4. Providing oversight to our police and public works departments is a key responsibility for our Administrator. Can you share what relevant knowledge you have in public works and police operations?
5. When you reflect on the professional decisions you have made, is there one that you would like a do-over?
6. Our lake is a key asset of our community. We have a Lake Management Board that recommends various actions to Council. We also have a Planning Commission, Zoning Board of Appeals, Park and Recreation Board and other citizen groups such as the Onwards and Upwards Community Foundation. What experience do you have with these kinds of boards and lake issues in particular?
7. Increasing our cooperation with neighboring communities is an important goal for the Village Council. What steps would you initiate to reach this goal?
8. What is the most important, long-lasting initiative you developed regarding employee development, and teamwork? How did you know that you were successful?
9. Getting to a collaborative agreement on contentious issues can be difficult. Some municipalities face financial decisions; others struggle with resident disagreements over a plan for the future. Walk us through a time when you faced a particularly divisive problem and tell us how you approached getting the parties to agree?
10. When we call the individuals who have worked with you over the years, what will they tell us about you?
11. What is the most ethical challenge that you have faced? Tell us about how you handled it and what you might do differently now, if anything?
12. What do you believe that is the most important skill an Administrator can have when it comes to Administrator/Council relationship success? Tell us about a time you had to rely on that talent to build or improve relationships.

13. Wolverine Lake provides great services to its residents with a very lean staff. What will be your secret to prioritizing, organizing, managing time and evaluating how effectively we are using our resources?

14. What is the most important, long-lasting initiative that you have developed regarding employee growth, development, and teamwork? How did you know that you were successful?

15. We talked earlier about the accomplishments that you were most proud of. Looking back, what do you see as the most creative or innovative project you were involved with or the most innovative solution you offered to an issue or problematic situation? Tell us about it, who you involved, and why you think that how that it was a novel approach?

16. The village is a unique and close-knit community, we hold many community events. How involved would you be willing to be as a volunteer or Public Official?

17. Finally, please summarize why the Village Council should select you to be our next Administrator/Clerk?

18. Do you have any other questions for us?

MOTION by Sienkiewicz, seconded by Duff, to recess at 6:53 p.m. until the second applicant is here for his appointment. Motion carried.

MOTION by Duff, seconded by Malek, to reconvene at 7:05 p.m. to interview the second candidate. Motion carried.

MOTION by Duff, seconded by Sienkiewicz, to recess at 7:45 p.m. until the third applicant is here for his appointment. Motion carried.

MOTION by Duff, seconded by Dumont, to reconvene at 8:05 p.m. to interview the third candidate. Motion carried.

7. SELECTION OF VILLAGE ADMINISTRATOR/CLERK

a. Discussion

Council discussed the positives and negatives for each of the candidates. Chief Ellsworth and Interim Administrator Kondak gave their input on the candidates as well.

The Council announced their top two candidates; Michael Smith and Tyler Thompson.

MOTION by Dumont, seconded by Yourke, to make Michael Smith the first choice for Village Administrator contingent on a background check and Tyler Thompson as the alternate.

ROLL CALL:

Ayes: Yourke, Nedrow, Dumont, Malek
Nays: Sienkiewicz, Duff, Scott
Absent: None
Motion carried

Council had further discussion.

MOTION by Dumont, seconded by Yourke, to make Michael Smith the first choice for Village Administrator contingent on a background check and Tyler Thompson as the alternate.

ROLL CALL:

Ayes: Yourke, Nedrow, Dumont, Malek, Sienkiewicz, Duff, Scott
Nays: None
Absent: None
Motion carried

b. Conditional Offer of Employment

MOTION by Dumont, seconded by Yourke, to direct the Interim Administrator, the Administrative Committee, and the Attorney to begin employment contract discussions with Mr. Smith. In the event that all due diligence investigation steps are completed satisfactorily and agreeable terms and conditions of employment can be reached, a draft contract will then be submitted to Council for formal approval.

c. Contract Negotiations

There will be a meeting of the Administrative Committee to discuss the terms of a contract offer to Mr. Smith on Friday 1/25/19 at 3:30 to ratify the contract and look at the terms.

8. ADJOURNMENT

MOTION by Duff, seconded by Scott, to adjourn the meeting at 10:41 p.m.

All in favor

Motion carried

Tabitha Linsenmeyer, Interim Clerk
Sherri Ward, Recording Secretary

Brian Nedrow, Village President

PRELIMINARY