

CALUMET VILLAGE COUNCIL SPECIAL MEETING
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
March 14, 2019 - 5:00 PM

Present: President David Geisler
Trustees: Virginia Dwyer, Joshua Rowe, Doug Harrer, Roxanne King,
Nathan Anderson (until 6:24 PM)

Also present from the Village: Village Clerk Kevin Weir

Public present: 4 members of the public

Absent: Trustee Paulie Mihelcich, Village Treasurer Stephani Camp

I. 5:31 PM President David Geisler called the meeting to order and the pledge was recited

II. Review and Approval of Agenda

Motion made by Trustee Anderson, seconded by Trustee King to accept the agenda.

President Geisler conducted a voice vote:

Yeas: All Nays: None

Motion Carried 6/0

III. Agenda

1. Petitions from the Public

Peggy Germain addressed the council regarding the half hour delayed start time of the meeting.

2. Personnel Committee Report - Village Administrator Hiring

Trustee Harrer provided a report from the personnel committee that included updated revisions to the Administrator and Account Specialist job descriptions as well as recommended staffing levels.

The council made further revisions to the the Account Specialist job description.

A discussion was had surrounding the issue of adding managerial authority over village

departments to the Administrator job description.

Motion made by Trustee Anderson that the Administrator job description be amended from “Works closely with Public Works, Fire and Police Departments...” to “Directly supervises and manages Public Works, Fire and Police Departments...”

No second

Motion Failed

Motion made by Trustee Anderson and seconded by Trustee Harrer that the Administrator job description be amended from “Works closely with Public Works, Fire and Police Departments...” to “Manages the Public Works, Fire and Police Departments...”

President Geisler conducted a voice vote:

Yeas: 4 Nays: 2 (Yeas: Geisler, Anderson, Harrer, Rowe Nays: Dwyer, King)

Motion Carried 4/2

A discussion was had regarding the reporting structure of the Administrator, and adding the Village Clerk to the Administrator job description as a body being reported to in addition to the Village Council.

A discussion was had regarding the Administrator interview/hiring process.

Motion made by Trustee Anderson and seconded by Trustee Harrer to allow the personnel committee to start scheduling interviews and that they interview as many candidates as possible within the next 3 weeks, and then bring to the council their top 4 candidates for final interviews.

Motion amended by Trustee Anderson that council members submit before 7 days from today a list of questions limited to 15 questions, submit the questions to the candidates.

No Second

Motion Failed

Motion amended by Trustee Anderson and seconded by Doug Harrer to give the personnel committee the authority to interview a limited number of candidates at their discretion. They shall provide to the council their list of candidates they chose not to interview. The council could then come back by majority vote and ask that those individuals be interviewed, and that at the end of 3 weeks that those interviews be completed and the personnel committee come back with the names of 4 individuals to be considered by the council.

President Geisler polled the council:

Yes: King, Harrer, Rowe, Dwyer, Anderson, Geisler

No: None

Motion Carried 6/0

The personnel committee will meet, Tuesday, March 19, 2019 at 4:30 PM to narrow down the initial interview list.

Trustee Anderson left the meeting at 6:24 PM.

3. Finance Committee Report - Village Administrator Hiring

President Geisler provided a report from the Finance Committee, including proposed changes to the Account Specialist's hours and compensation, as well as recommended terms of employment for the next Village Administrator.

A discussion was had regarding the compensation package for the next Village Administrator.

Motion made by Trustee King and seconded by Trustee Dwyer recommend a salary range, final to be negotiated by the Personnel Committee at the time that the person is, or even following their hire that the person know these salary ranges but that final numbers are not agreed to until after the decision has been made to hire the individual.

Motion amended by Roxanne King and seconded by Virginia Dwyer to allow the Personnel Committee to work with a salary range not to be stuck with a single salary but to be able to negotiate salary level, as appropriate, not to exceed \$50,000.

President Geisler polled the council:

Yes: King, Harrer, Dwyer, Geisler

No: Rowe

Motion Carried 4/1

IV. Adjournment

Motion to adjourn made by Trustee Harrer and seconded by Trustee King.

President David Geisler conducted a voice vote:

Yeas: All Nays: None

Motion Carried 6/0), meeting adjourned at 6:45 PM

Respectfully Submitted,

Kevin P. Weir
Calumet Village Clerk
March 17, 2019