

**MINUTES OF THE SPECIAL MEETING
OF THE PORTAGE CITY COUNCIL
JANUARY 18, 2022**

Mayor Patricia Randall called the Special Meeting to order at 5:31 p.m. in the Council Chambers at Portage City Hall.

ROLL CALL: Mayor Patricia Randall, Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, and Terry Urban were present. Councilmember Vic Ledbetter arrived at 5:33 p.m.

ABSENT: Mayor Pro Tem Jim Pearson

ALSO PRESENT: Acting City Manager Adam Herringa and Deputy City Clerk Tammy Durian

INTRODUCTIONS AND INTERVIEWS:

Mayor Randall shared that three search firms submitted proposals to assist the City of Portage in recruiting a new City Manager, and the purpose of this meeting is to interview the three search firms. She indicated that each firm will receive 30 minutes, and there will be an opportunity for the Council to ask questions and statements of citizens.

Mayor Randall introduced and welcomed the first interview, Doug Thomas from Strategic Government Resources (SGR). Mr. Thomas' interview was virtual. Mr. Thomas provided Council with a brief introduction and an overview of SGR. City Council asked questions and Mr. Thomas responded to questions related to success rate, ensuring a qualified slate of candidates, time frame, firm availability, and communication with City Council. Mayor Randall thanked Mr. Thomas for his presentation.

Mayor Randall introduced and welcomed the second interview, Ryan Cotton from GovHR. Mr. Cotton was present and provided a brief introduction and an overview of GovHR. City Council asked questions and Mr. Cotton responded to questions related to the "great resignation", marketing, ensuring a qualified slate of candidates, competition, regional experience, resources and availability, size and longevity of the firm, suggested salary, list of previous placements, final cost and additional charges, and City of Portage's expectations of a City Manager. Mayor Randall thanked Mr. Cotton for his presentation.

Mayor Randall introduced and welcomed the third interview, Frank Walsh from Walsh Municipal Services. Mr. Walsh was present, introduced himself, and provided a brief overview of Walsh Municipal Services. City Council asked questions and Mr. Walsh responded to questions related to suggested salary, size of the firm, recruiting, ensuring a qualified slate of candidates, current clients, local and nationwide candidates, current interest in the position, balancing the recruiting process, and the average tenure of a City Manager. Mayor Randall thanked Mr. Walsh for his presentation.

Mayor Randall announced that this concluded the interview process for the three search firm candidates.

STATEMENT OF CITIZENS:

Mayor Randall presented an opportunity for citizen comments. There were no citizen comments.

STATEMENT OF CITY COUNCILMEMBERS:

Mayor Randall presented an opportunity for comment from City Council and the Acting City Manager. Councilmember Urban reiterated his concern with having enough qualified candidates for City Manager. Councilmember Ledbetter shared his excitement. Councilmember Knapp shared her excitement and indicated three potential recruiters could do an excellent job. She also asked to make sure that we recruit nationwide. Councilmember Brayton agrees that there are three great choices and that a national search would be beneficial. She also expressed her gratitude for the time and effort Walsh and Associates took to get to know the City of Portage. Councilmember Burns shared his appreciation of the presentations and mentioned advertising the City Manager's position at the upcoming Michigan Municipal Executives (MME) Winter Conference in January. Acting City Manager Herringa pledged his, along with staff's, support. Mayor Randall thanked Acting City Manager Herringa and Human Resource Director Hertz for organizing the interviews. She informed Council what to expect for meetings going forward. She indicated there is no sense of urgency and thanked Acting City Manager Herringa for providing the security going forward with the process. She reminded the audience that there is a Councilmember Retreat on Friday and that it is open to the public.

ADJOURNMENT:

There being no further business to come before Council, the meeting was adjourned at 7:22 p.m.

Tammy K. Durian, Deputy City Clerk