



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Elections
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Hiring

RECOMMENDED ACTION:

Job Advertisement Status:

Mid-West Family - \$2,305	Zoom on 9/14/23
MML - \$150	Posted 9/16/23
MTA - \$78 –	Emailed 9/14/23
MLive - \$695 -	Set up 9/14/23
Tri-City Record - \$100	Emailed 9/16/23
APWA – Michigan Chapter	Emailed 9/16/23
City of Hartford Website -	9/14/23
City of Hartford’s Facebook page	9/16/23
City of Hartford News Release	9/19/23
City Hall posting	9/16/23
Van Buren County Clerk	Emailed 9/16/23

Candidate screening process

Candidates for the City Manager position have been instructed to apply through the MLive job portal or to the Interim City Manager at citymanager@cityofhartfordmi.org. Resumes will be accepted until October 13, 2023.

I recommend that Council review the attached Candidate Screening Process and propose any changes.

Option 1: The Interim City Manager reviews each candidate and evaluate them utilizing the candidate screening process approved by Council. At the October 23 Council meeting, Council will receive a packet of information listing the candidates who have applied as well as the candidate screening form with a recommendation from the Interim City Manager on which candidates to interview.

Option 2: Council may set up a Candidate review committee to evaluate the candidates. I recommend that this committee be made up of not more than 3 Council members and the Interim City Manager.

Option 3: The entire Council review all candidate applications at the October 23 Council meeting.

I recommend option one or two.

Interview Process and Questions

I recommend that Council review the attached interview questions and determine the appropriate questions and number of questions that should be asked of applicants. I recommend that the Interim City Manager ask all interview questions to applicants so Council members can focus on the applicants answers and actions.

Council members should review interview questions and notify the Interim City Manager of any edits, additions or modifications to the list of questions no later than October 13, 2023, so the “finalized” list may be presented to Council at the October 23 meeting.

Interview Evaluation Process

Throughout the interviews, Council members, the City Clerk, City Treasurer, and Interim City Manager will make notes and evaluate candidates based upon Council's pre-determined criteria. Evaluation forms will be provided to each Council member and will be completed following each interview. Completed evaluation forms will be submitted to the Interim City Manager to compile an overall list and evaluation of candidates.

Reference Check process

I recommend that Council designate one Council member, likely the Mayor, to perform reference checks with the Interim City Manager.

City Manager Contract

The attached contract is a combination of the prior City Manager contract and a contract utilized for the Managing Director at the Road Commission. The new contract has been reviewed and approved by legal counsel. I recommend Council members review the attached draft and be ready to approve it as a draft at the October Council meeting. This contract will be utilized to begin negotiations with the next City Manager and will not be finalized until after negotiations with the next City Manager.

Actions for the September Council meeting:

- Approve the Candidate Screening process and form
- Review the interview process, questions, and evaluation process as well as the reference check process and City Manager contract, all to be finalized at the October Council meeting.