

The Special Meeting of the Ishpeming City Council was held on Thursday, January 21, 2016 in the Ishpeming City Hall Conference Room. Mayor Mike Tonkin called the meeting to order at 9:00 a.m.

Present: Mayor Mike Tonkin, Council Members Claudia Demarest, Joseph Juidici, Justin Koski, and Mike Tall (5). Also present were City Manager Mark Slown and City Attorney Bonnie Hoff.

AGENDA COMMENT - There was none.

#### CITY HALL STAFFING AND RELATED ISSUES

Mr. Slown briefly described the reorganization plan that was put into place a couple of years ago when he became the City Manager/City Clerk.

There was discussion among Council and staff related to the staffing needs at City Hall, current staff and their duties, hiring part-time versus full-time, and hiring at least one new part-time Assistant City Clerk to perform front office and election duties. Hiring a full-time position would be much more beneficial to the City, however, at this time, it would not be fiscally possible.

Security at City Hall was also discussed. It was felt, at a minimum, keypads should be installed as soon as possible, at the front office door, as well as, the staff entrance door into City Hall. It was suggested cameras be installed at the front counter and that this option should be investigated.

A motion was made by Councilman Koski, supported by Councilman Juidici and carried unanimously to authorize an additional part-time position at City Hall and to begin the hiring process.

Councilman Juidici questioned the possibility of hiring an intern to work at the Cemetery from approximately May through November. Staff would check into various options and report back to Council at a later meeting.

Councilwoman Demarest felt it was time to make some changes with the cleaning contract for City Hall. She felt the current contract should be terminated and to check into contracting with another independent contractor for the cleaning.

A motion was made by Councilwoman Demarest, supported by Councilman Koski and carried unanimously to authorize the City Manager to terminate the current contract for cleaning services at City Hall and begin the process of negotiating a new contract.

#### DISCUSSION OF CITY MANAGER'S EVALUATION AND COMPENSATION

Mayor Tonkin gave a brief summary of the City Manager's evaluations from Councilmembers. He advised the overall evaluation for the Manager was average. He and Councilwoman Demarest met with Mr. Slown for about an hour and went over the evaluations and the Mayor felt the meeting went well.

Councilwoman Demarest felt the City Manager should not have received his raise before he had received his evaluation results. She stated her evaluation of his performance was not good and she expressed concern over the correct procedure not being followed for an increase in the City Manager's compensation.

Mayor Tonkin apologized for not getting the evaluation done sooner as he thought Mr. Slown's contract renewal date was effective January, not October 29<sup>th</sup>.

A motion was made by Councilman Koski and supported by Councilman Juidici to accept the City Manager's evaluations and approve the compensation. Ayes: Mayor Tonkin, Councilmembers Juidici, Koski, and Tall (4). Nays: Councilwoman Demarest (1). Motion passed 4-1.

ADJOURNMENT

At 10:30 a.m., a motion was made by Councilman Koski, supported by Councilman Juidici and carried unanimously to adjourn.

Respectfully submitted,



Cathy Smith  
Recording Secretary