

**City Attorney Evaluation/Salary Review Committee**  
**Via Enterprise Video Conferencing**  
**Call: 312-626-6799**  
**ZOOM Meeting ID: 891 9339 9976**  
**Tuesday, May 9, 2024**  
**6:00 P.M.**

**Commissioners Present:** Vice Mayor Sofia, Mayor Behnke and Commissioners Lance and Morris, remotely.

**Commissioners Absent:** Comm. Reynolds

**Others Present:** Rebecca Fleury, City Manager; Victoria Houser, City Clerk; Michelle Hull, Human Resource Director

**Call to Order:** The meeting was called to order at 6:00 P.M.

**Introductions:** Ms. Fleury introduced herself and the committee members. Ms. Patsy Moore, MML, introduced herself.

**Public Comments:** There were none.

**Committee Discussion:**

Ms. Moore thanked City staff for providing an excellent recruiting brochure, along with information regarding the City of Battle Creek.

Ms. Moore reviewed the proposed City Attorney Search Timeline, beginning with today's meeting to discuss the recruitment strategy and ad language. Ms. Moore noted advertisements would begin May 14<sup>th</sup>, while direct recruitment and active solicitation of candidates would begin simultaneously. Ms. Moore shared the application deadline of June 14<sup>th</sup>, with MML staff beginning applicant screening and reference checks expected to be complete by June 20<sup>th</sup>. Following the reference checks, Ms. Moore would meet with City representatives to review the candidates who have been determined to be most appropriate, followed by a second tier that would fulfill most of the qualifications, and a 3<sup>rd</sup> group that may have some but not all of the qualifications. Ms. Moore stated City staff would determine which candidates would be invited to interviews, which are anticipated to be completed by June 30<sup>th</sup>, followed by a conditional offer.

Ms. Fleury noted all applications received prior to the recruitment process would be shared with the consultant and considered in the pool of applicants.

Ms. Moore requested the committee share their expectations of a successful candidate.

Mayor Behnke noted City Attorney Steele has improved a lot of the processes for her department, while ensuring the best interests of the city. Mayor Behnke further stated an ideal candidate would understand the division of duties for staff within the office, not be afraid to criticize when needed, but to also educate staff and commissioners on how to best represent the City.

Comm. Lance stated an ideal candidate would follow and transition what the current attorney has accomplished.

Comm. Morris, noting this is a specialized position, stated her ideal candidate would have prior experience with municipalities, council or commission meetings, able to accept public scrutiny, but not be afraid to challenge past or current standards.

Vice Mayor Sofia expected a successful candidate to be comfortable taking direction from Commissioners, most of whom are not attorneys. Vice Mayor Sofia noted this would be a delicate balance, taking feedback, but making sure everyone was operating within the confines of the law, ensuring the City is protected. Vice Mayor Sofia also noted the ability to work with all different staff members, representing many city departments.

**Next Steps:** MML to place advertisements and begin recruitment process.

Mayor Behnke requested staff set the interview schedule as soon as possible to ensure commissioners can attend.

**Adjournment:** Comm. Sofia adjourned the meeting at 6:24 pm.