



**SPECIAL CITY COUNCIL
MEETING AGENDA
AUGUST 17, 2020 – 6:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes) Use the “raise hand” button in the participants screen in the Zoom interface or enter *9 if you are calling in by phone to raise hand.*
4. NEW BUSINESS
A. City Manager City Clerk Appointment (ROLL CALL)
5. PUBLIC COMMENTS *(Limit 3 minutes) Use the “raise hand” button in the participants screen in the Zoom interface or enter *9 if you are calling in by phone to raise hand.*
6. ADJOURN *(ROLL CALL)*

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter “Meeting ID”:

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

kirk@saugatuckcity.com

NOTICE

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or monica@saugatuckcity.com for further information.

**102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com**



City Council Agenda Item Report

City of Saugatuck

FROM: Kirk Harrier, City Manager

MEETING DATE: August 17, 2020

SUBJECT: City Manager City Clerk Appointment

DESCRIPTION

Section 6.3 of the Saugatuck City Charter states, “(a) *The city manager shall be responsible to the council for the proper administration of the affairs of the city and to that end shall make all appointments and removals of those appointed, except he shall receive the approval of a majority of the council for the appointment of the clerk, treasurer and assessor. He shall set employees' compensation in accordance with budget appropriations, and supervise and coordinate the work of the administrative officers and departments of the city except the work of the city clerk in keeping the council records and as the clerical official of the council.*”

The Saugatuck City Clerk position recently became vacant. The City of Saugatuck advertised the vacant position via the Michigan Municipal League (MML) governmental jobs posting website. This web site is the premier source for municipal job postings in Michigan. A total of 9 applications were received. An internal candidate selection working group consisting of City Manager, Kirk Harrier, Interim City Clerk/Planning Zoning Administrator, Cindy Osman, and City Treasurer, Peter Stanislawski reviewed the applications and selected three applicants for interviews. After interviews, the candidate selection working group narrowed it down to one final candidate.

After careful consideration, the candidate selection working group agreed upon Ms. Erin Wilkinson. Ms. Wilkinson’s resume is attached to this report. Finding candidates with experience in election administration is difficult as many individuals in the field are leaving for other opportunities not associated with the profession or retiring. However Ms. Wilkinson has already attending election inspector training on her own as well as became a certified Notary Public prior to interviewing for the City Clerk position. She has also started working on steps through the Michigan Election Accreditation Program to become certified to administer elections.

The City Clerk position requires more than just election administration experience however. Strong attention to detail, customer service, project management experience and exceptional technology proficiency is a necessity. Ms. Wilkinson’s experience in these others areas will be an asset to the City moving forward in many other departments.

The City is also fortunate to have had our Planning/Zoning Administrator, Cindy Osman, administer the last election in the capacity as Interim City Clerk. Ms. Osman is confident in what she has learned in the many months working to complete the most recent election that she will be able to assist Ms. Wilkinson in quickly getting up-to-speed on election administration matters.

The election work required at City Hall will still be a team effort for the upcoming November election.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

Internal candidate selection working group recommends approval.

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** the City Manager's appointment of Ms. Erin Wilkinson as City Clerk per Section 6.3 of the Saugatuck City Charter.

**CITY OF SAUGATUCK
JOB DESCRIPTION**

CITY CLERK / ADMINISTRATIVE ASSISTANT

Supervised By: City Manager

Supervises: Election workers and other staff assigned to the Clerk's office

Position Summary:

Under the general supervision of the City Manager, serves as secretary to the City Council and custodian of the City Seal. Administers elections and oaths of office, oversees the registration of voters, and serves as official custodian of all City records and documents. Performs a broad range of general and complex administrative activities to support the City Manager's office and overall City operations.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as Secretary to the City Council and other boards and commissions, such as the Zoning Board of Appeals, Planning Commission, Historic District Commission and others as assigned. Assists in the preparation and distribution of agendas, packets, and other meeting materials. Attends regular and special meetings, records and transcribes minutes, and ensures legal notices are published. Reviews minutes from other recording secretaries to ensure consistency and completeness. Prepares and publishes all official notices and otherwise ensures proper dissemination of council actions and activities.
2. Serves as official custodian for the safekeeping and management of all City records, documents, bonds, and ordinances. Catalogues, files, and otherwise maintains a comprehensive record keeping system for all official City documents. Oversees the codification of ordinances. Provides ample notice to the appropriate departments and officials of the expiration or termination of any franchise, contract, or agreement.
3. Acts as official custodian of the City Seal and administers oaths of office. Researches, prepares, and edits resolutions, proclamations, ordinances, resolutions, notices, and other official documents. Accepts claims and other legal papers on behalf of the City and serves as a Notary Public. Maintains and updates an accurate membership listing of all council, boards, commissions, committees and other elective or appointive bodies.
4. Serves as Freedom of Information Act (FOIA) Coordinator. In close coordination with the City Manager, responds to inquiries and requests for information according to policies and laws regarding access to public information. Directs complex requests through appropriate legal channels and collaborates with other departments as needed.
5. Administers all elections held in the City in accordance with Federal, State, and local laws. Prepares legal notices, certifies petitions, prepares ballots, issues absentee ballots,

and forwards returns to the County Clerk. Hires, trains, supervises, and schedules election workers. Maintains election equipment and coordinates the set up and tear down of voting equipment.

6. Oversees the registration of voters, the preparation of voter identification cards, and the maintenance of voter records. Coordinates voter record information with other agencies.
7. Issues municipal and other regulatory licenses and permits in accordance with City ordinance and other regulations. Conducts all bid openings for the City.
8. Serves as the primary point of contact for phone calls and visitors, responding to routine and complex inquiries and assisting the public with a broad range of issues and needs. In collaboration with other staff, ensures city hall is properly opened and closed each day. Receives payments, issues licenses and permits, and otherwise provides general customer service to the public. Maintains an inventory of office supplies and places orders according to established purchasing procedures.
9. Serves as a liaison between the City Manager and other departments, employees, agencies, and the public. Screens calls, emails, and visitors, schedules meetings, and provides general information regarding City operations and policies. Resolves issues independently and coordinates more complex issues with the City Manager or other departments as needed.
10. Provides a broad range of general and complex administrative support to the City Manager and other departments to assist in the daily operation of the City. Prepares, screens, and proofs standard and advanced correspondence, documents, forms, and reports. Conducts research, compiles data, prepares reports, and completes special projects as assigned. Assists in developing program standards, policies, and procedures as requested. Maintains absolute confidentiality of sensitive information, personnel data, and matters of policy or decision making.
11. Updates the City's website, social media outlets, and other related websites. Develops and updates various materials to be posted on the City's website, social media outlets, email blasts, and other communication channels. Uploads relevant information and documents and responds to questions submitted through the website.
12. Assists in establishing and maintaining official personnel records in accordance with established procedures and related laws. Ensures completeness of related paperwork, forms, and documentation and maintains confidentiality of the information. Coordinates recruitment, hiring and release from employment for seasonal staff, ensuring proper processes are utilized.
13. Maintains the City's master calendar of events. Receives and records reservations of City facilities including beach, gazebo and other parks for weddings, festivals and other events. Collects deposits and payments, ensures appropriate licensing for festivals, events, parades, and related activities and coordinates with groups to facilitate successful events. Creates, designs, and distributes various City publications as requested.

14. Provides back-up and general bookkeeping assistance as operational needs demand. Assists in the purchasing process, attends bid openings, and maintains related official records.
15. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
16. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma with additional education or training in office administration or a related field. An associate's degree is preferred.
- Three or more years as an administrative assistant, office manager, deputy clerk, or related position is required. Experience in a municipal environment preferred.
- Ability and willingness to obtain State of Michigan Election Accreditation and participate in specific continuing education programs is required.
- Certification as a Notary Public, or the ability to obtain certification upon hire, is required.
- Thorough knowledge of the principles and practices of modern office procedures.
- Thorough knowledge of City ordinances, the City Charter, official City policies and procedures, and general City services and operations to effectively direct and assist the public.
- Thorough knowledge of the laws and related regulations pertaining to open meetings, public information and records management, and elections and voter registration.
- Knowledge of the rules of parliamentary procedure and public meeting procedures.
- Skill in the use of standard office equipment, and the ability to master new technologies including computers and related software, specialized voting equipment, and voter registration systems.
- Skill in taking minutes, maintaining and updating complex records and documents, compiling and evaluating data and information, and preparing clear and accurate reports.
- Skill in addressing public inquiries and internal issues with professionalism, tact and diplomacy.

- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and work extended hours during elections.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email, or in person, and move around the office to assist customers and complete other administrative duties. The noise level in the work environment is usually quiet.

During elections, the employee is required to work extended hours, travel between polling sites, set up and tear down election equipment, and must lift and/or move items of moderate to heavy weight. The noise level in the work environment is usually quiet to moderate.



Erin K. Wilkinson

erinwilkinson@mac.com | 616-990-1817 | Saugatuck, Michigan

SUMMARY

Enthusiastic professional with a reputation for excellence in event management, marketing, project management, training and communication.

Skilled at establishing a rapport and credibility with diverse groups.

Results driven team leader who thrives in a fast-paced and dynamic environment with a penchant for bringing out the best in people and making work fun.

EDUCATION

Grand Valley State University
Grand Rapids, Michigan
(2008)

Bachelors Degree
International Business and Management

Minor
Marketing

Middlesex University
London, England
(2006)

Studies
International Human Resources Management

University of Salamanca
Salamanca, Spain
(2005)

Minor
Spanish Language, Culture, and Business

RELEVANT EXPERIENCE

Event Management

Independently manage all aspects of the community Halloween events in Saugatuck-Douglas, Michigan. *Glow in the Park* and the *Nighttime Halloween Parade for Adults* reliably attract 10-15,000 people to town annually making it one of the busiest weekends of the year.

- Planning
- Fundraising
- Marketing
- Advertising
- Merchandising
- Communications
- Photography
- Videography
- Social Media
- Website Development
- Press Releases
- Media Interviews
- Coordinating Vendors
- Managing Volunteers
- Developing Strategic Community Partnerships

Marketing

- Ten years consulting experience working with nonprofit and small businesses, managing digital marketing campaigns across multiple channels including: web content, email, social media, and digital ad platforms.
- More than five years experience working with consumer and market intelligence for the largest multinational consumer packaged goods companies in the world, including: Procter & Gamble, PepsiCo, Anheuser-Busch, Nestlé, Kraft, General Mills, Conagra, and other industry leaders.
- Directed custom data analytics projects from defining data specifications and methodology, to delivering final reports and insights to the client; resulting in multi-million dollar marketing decisions.

Project Management

- Identified common causes of interdepartmental friction at AC Nielsen, led the development of a custom web based project management system, and was recognized with the most peer-nominated awards for “going above and beyond” companywide for the quarter.
- Promoted after 8 months and commended by senior leadership for being an “unflappable professional, always able to find a way through or around obstacles with dedication and drive.”
- Led the development of a custom project tracking system at Symphony IRI to seamlessly transfer requests, data, specifications, and tasks to the global operations center in India.
- Managed the workload for 10-15 programmers in India, served as the primary liaison to top level management, anticipated problems, and provided solutions.

Training and Communication

- Provide individualized training and support for chamber members on the use of new and emerging technology and various marketing tools.
- Led the development of a suite of very high profile, complex custom analytics tools for Anheuser-Busch; provided client support and wrote technical documentation.
- Developed and led training seminars on custom project systems, including everyone from the CEO to low level customer service representatives.

PROFESSIONAL EXPERIENCE

South Haven Area Chamber of Commerce, South Haven, Michigan Assistant Director	(2019 - Present)
Erin K. Wilkinson Photography and Consulting, Saugatuck, Michigan Strategic Marketing and Communications Consultant and Photographer/Videographer	(2008 - 2019)
SymphonyIRI Group, Telecommute/Chicago, Illinois Solutions Development Manager, Consumer and Shopper Marketing	(2011 - 2012)
AC Nielsen, Chicago, Illinois Project Manager, Spectra Marketing Advanced Analytics Group Production Analyst, Spectra Marketing Custom Projects	(2001 - 2003) (2000 - 2001)
American Medical Association (AMA), Chicago, Illinois Information and Communication Coordinator	(1997 - 2000)

COMMUNITY & NONPROFIT

Saugatuck Township Fire District, Saugatuck, Michigan Staff Photographer, Website and Social Media Consultant	(2015 - Present)
Saugatuck Douglas Halloween, Saugatuck-Douglas, Michigan Director of Events Volunteer	(2012 - Present) (1998 - 2012)
Saugatuck Douglas Art Club, Saugatuck, Michigan Board Member, Website and Social Media Chair	(2017 - 2019)
Full-Time Caregiver, Saugatuck, Michigan Caregiver 24/7 for Family Members: <i>Grandmother with Alzheimer's and Father with Spinal Injury</i>	(2010 - 2017)
Saugatuck Dunes Coastal Alliance, Saugatuck, Michigan Communications Coordinator	(2008 - 2011)
Saugatuck Douglas Historical Society, Douglas, Michigan Training Coordinator	(2004 - 2009)

SKILLS

Microsoft Office Word • Excel • PowerPoint • Outlook • Access	Extremely Proficient
Social Media Facebook • Twitter • Instagram • Pinterest • Snapchat • YouTube • LinkedIn	Extremely Proficient
Email Marketing MailChimp • Constant Contact	Extremely Proficient
Website Development Wordpress • Weebly • Squarespace • Wix • Google	Extremely Proficient
Google Tools G Suite • Analytics • Search Console	Extremely Proficient
Adobe Photoshop • Illustrator • InDesign	Basic Learning
Other Elections Inspector • Photography • Videography • Video Production • Apple & PC	Extremely Proficient

STATE OF MICHIGAN

DEPARTMENT OF STATE

Jocelyn Benson

SECRETARY OF STATE

*In the Name and by the Authority of the People of the State of Michigan,
I do appoint*

Erin K Wilkinson

Notary Public, for the County of Allegan

in said State of Michigan, to execute the duties of and hold said office from this date hereof.

*In Testimony Whereof, I have hereunto set my hand, and caused
the Great Seal of the State to be affixed at Lansing, this
third day of August in the year
of our Lord two thousand and twenty*

Jocelyn Benson
Secretary of State

This Commission expires March 17, 2027

