

CITY OF NORTON SHORES
CITY COUNCIL WORK SESSION
July 26, 2022

A regular work session of the Norton Shores City Council was held at the Norton Branch Library Community Room, 705 Seminole Road, on Tuesday, June 26, 2022 at 5:30 p.m.

Present: Mayor Nelund, Council Members Flanders, Hylland, Jurkas, Kasher and Moulatsiotis; also, Mark Meyers, Shelly Stibitz, Doug Hughes, Anthony Chandler, Jim Murphy, Chris Lyonnais, Joe Kinnucan, and Jon Gale

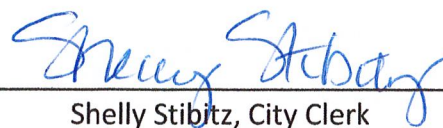
1. Proposed Succession Plan

Mayor Nelund asked Administrative Services Director Anthony Chandler to explain the proposed succession plan and reason to formalize it. Mr. Chandler told Council members that succession planning was a goal of the 2019 Strategic Plan and now, during the current labor market, is a good time to move forward in formalizing it. The plan was described as a tool used in both private and public organizations to guide filling key positions in short and long-term situations. In our case, City Charter speaks to the hiring of management positions and the City, historically, has been practicing succession planning during recruitment of non-management positions with the intent for growth into higher level positions. The proposed plan named employees in key positions, staff who would cover, if needed, short-term and how a permanent replacement would be sought. Mr. Chandler asked for Council's direction in adopting a formal succession plan. Council Member Moulatsiotis asked if there was anything in place preventing the employee covering in the short term from doing it permanently. Mayor Nelund referenced the past Community Development Director position that the City Administrator assumed years ago and is still filling. Council Member Hylland agreed that it could lock the City into funding positions it can no longer afford. City Administrator Mark Meyers said that the plan could be amended in the future as needed. Council Member Flanders asked whether staffing levels should be added to the plan because the draft shows that the Police and Fire Departments are behind in meeting the levels recommended in the recent staffing study and was informed that the vacant positions are currently in the recruitment stage. Council members concurred with the draft succession plan.

General Comments

Mayor Nelund reminded Council that the first meeting in August was rescheduled to Monday due to the Tuesday, August 2, 2022 State Primary Election and said that he was pleased to see two upcoming City programs, Boater Safety Course and Women's Self Defense Training.

Meeting adjourned at 5:49 p.m.


Shelly Stibitz, City Clerk