

MINUTES

1. CONVENE CITY COUNCIL WORK SESSION MEETING

Mayor Labadie called the meeting to order at 6:31 P.M.

A. Roll Call

Present. Mayor Labadie; Councilmembers Johnson (arrived at 6:41 p.m.), Labadie, Siakel, Gorham, and Callies; City Attorney Shepherd; City Administrator Lerud; Planning Director Darling; and Public Works Director Brown.

Absent: None

B. Review Agenda

Siakel moved, Gorham seconded, approving the agenda as presented. Motion passed 4/0.

2. PROCESS TO FILL CITY ADMINISTRATOR VACANCY

City Administrator Lerud stated that the Council should discuss how they would like to proceed with an interim appointment of a City Administrator and also how they would like to proceed with filling the position with a regular appointment. He suggested that the Council spend the majority of the time discussing the interim appointment since that is more time sensitive and stated that there is time at the work session on April 25, 2022 if the Council wanted to bring in candidates for interviews. He noted that he had presented information at the dais from the League of Minnesota Cities that included a list of candidates who have offered themselves as interim City Administrators.

There was consensus by the Council regarding the importance of an interim City Administrator that would be able to step right in following City Administrator Lerud's departure.

City Administrator Lerud noted that staff has discussed this and there is nobody on staff who would have the time to assume those interim responsibilities.

Councilmember Callies stated that even if the City appoints an interim City Administrator she does not want to put filling the regular appointment on hold because the last time that happened the interim City Administrator was at the City for about four years, which she feels is too long.

Councilmember Siakel stated that interim City Administrator did a really good job and noted that there was a lot going on in the City at the time. She stated that because of his experience, he was able to work with the public and calm the situation and reiterated that even though it was a long 'interim' appointment, he did a great job and she felt it was a beneficial thing for the City. She stated that she wants to make sure that the City has enough time to make sure they hire the right person.

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The Council discussed some of the names on the list from the League of Minnesota Cities. They discussed the need to eliminate candidates that live far away, individuals who do have city administrator experience within the metropolitan area, as well the best process for moving this forward.

Councilmember Siakel suggested that Mayor Labadie screen some of the potential candidates that have been mentioned with the idea that interviews could be held during the work session on April 25, 2022. She stated that if there more than a few viable candidates she suggested that a portion of the Council could also do a pre-interview process through Zoom so they can narrow the field down before the full Council interviews.

Mayor Labadie suggested that by the work session on April 25, 2022 that there be no more than three candidates that interview for the interim city administrator position. She stated that for the regular position her question is whether the Council wants to tackle it themselves or bring in an outside firm to assist in the vetting and hiring process.

City Administrator Lerud noted that many cities the size of Shorewood and larger go with an outside firm in this situation. Mayor Labadie asked for an estimate of what an outside firm would cost to provide this service. City Administrator Lerud stated that he expects it would be about \$20,000 to \$25,000. Councilmember Callies noted that seems high to her because she did not think it would be a national search.

Councilmember Siakel suggested that that the City put out a Request for Proposal because there are several firms around that do this type of work. City Administrator Lerud stated that would be the next step and noted that staff could have that back for Council consideration by the April 25, 2022 Council meeting. He stated that then the Council could see what they get back and decide if they want to proceed with a consultant or handle it internally based on what they get back through the RFP process.

Councilmember Callies asked if there would be a way to get the RFP distributed sooner than that.

City Administrator Lerud stated that he is not planning to reinvent the wheel so if the Council gave him some direction, he and the city attorney could get the RFP sent out and try to have them back for discussion at the May 9, 2022 meeting which would cut a few weeks out of the process timeline.

There was consensus of the Council get the RFP sent out so the ball starts rolling on the process to fill the City Administrator position.

3. ADJOURN

Johnson moved, Gorham seconded, Adjourning the City Council Work Session Meeting of April 11, 2022, at 6:58 P.M. Motion passed 5/0.

ATTEST:



Sandie Thone, City Clerk


Jennifer Labadie, Mayor