

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, APRIL 11, 2022**

**5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
6:30 P.M.**

For those wishing to listen live to the meeting, please go to ci.shorewood.mn.us/current_meeting for the meeting link. Contact the city at 952.960.7900 during regular business hours with questions.

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Labadie _____
Siakel _____
Johnson _____
Callies _____
Gorham _____

B. Review Agenda

2. PROCESS TO FILL CITY ADMINISTRATOR VACANCY

ATTACHMENTS

City Administrator Memo

3. ADJOURN



City of Shorewood Council Meeting Item

Title/Subject: Process To Fill City Administrator Vacancy
Meeting Date: April 11, 2022
Prepared By: Greg Lerud, City Administrator
Reviewed By: Jared Shepherd, City Attorney

2
MEETING TYPE WORK SESSION

Background: I recommend the City Council discuss two items related to filling the City Administrator position. First is the appointment of an interim Administrator, and the second is the process for filling the position with a regular appointment. The process of appointing an interim Administrator is the more immediate issue, and the discussion should start there.

Interim appointment. Appointing an interim Administrator is a regular course of action following the creation of a vacancy in the position. It allows the city to bring in someone with previous experience as an administrator who can assume the administrator duties, so an existing employee or employees do not have that added responsibility to the duties of their current position. It also allows filling the position on a permanent basis to proceed at a pace that can be managed, and not having to rush a hiring process.

Appointing an interim Administrator is a less formal process than the regular appointment, and there are any number of ways to proceed. Because the process to fill the position with a regular appointment can take five to six months, it is important that an interim be appointed as soon as possible. A process that I have seen work very well is for the Mayor to contact prospective candidates to gauge mutual interest and fit, and then bring back the preferred candidate(s) to interview with the entire council. The council would then select a candidate and the city attorney would draft the contract for council approval. Other options include the personnel committee screening candidates, or the council conducting a formal hiring process by advertising for interim candidates, conducting interviews, etc. as it would with a permanent employee. The last two options take much more time, but it is the council's choice on how they would like to proceed.

Filling position with regular appointment. The main question for this part of the process is does the city want to fill this position using internal resources – just as it does for all other city positions, where the city advertises, does the interviewing, backgrounding, etc., or does the city desire to hire an outside firm to assist in the hiring process? Both processes can produce good candidates, so it is a decision for the council to make based on available time and resources.

I will be happy to assist the council as much or as little as you would like, and Jared and I will be prepared to answer your questions.