

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, MAY 9, 2022**

**5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
6:00 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. EXECUTIVE SEARCH FIRM INTERVIEWS

6:00 PM: BAKER TILLY: Sharon Klumpp & Patty Heminover

6:30 PM: DAVID DROWN: Patrick Melvin & Gary Weiers

3. ADJOURN

ATTACHMENTS

City Clerk/HR Director Memo



City of Shorewood Council Meeting Item

Title/Subject: Interviews for Executive Search Firm
Meeting Date: May 9, 2022
Prepared By: Sandie Thone, City Clerk/HR Director
Attached: Interview Schedule/Summary
List of Questions
Request for Proposal: Executive Search Firm

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MEETING
TYPE
WORK
SESSION

Background:

The city solicited Request for Proposals for an Executive Search Firm to Assist in Hiring a City Administrator. The city received two proposals from DDA, Human Resources, Inc/ David Drown Associates and Baker Tilly. Each firm has been asked to provide a 15-minute presentation and stay for a brief Q/A session. The Request for Proposal is attached. The interview schedule, summary, and a list of questions has been provided.

Baker Tilly is scheduled to interview at 6:00 p.m. and DDA, Human Resources, Inc/ David Drown Associates at 6:30 p.m. Time for discussion regarding the selection of a firm is included on the Regular Meeting Agenda, Item 9A, in the meeting to follow.

Proposals were sent separately to the council and are not included in the public packet. This is pursuant to MN Statute 13.591, which states all other data in a responder's response, other than their name which becomes public on the due date, is private or not public data until the completion of the evaluation process (completion of the contract negotiation with selected vendor).

Executive Search Firm Interview Schedule & Summary

Time	Firm	Interviewee
6:00 p.m.	Baker Tilly	Sharon Klumpp & Patty Heminover
6:30 p.m.	David Drown	Patrick Melvin & Gary Weiers

	Baker Tilly	David Drown and Associates
Cost	\$24,600	\$22,000
Timeline	Approximately 12-15 weeks	Approximately 17 weeks
Guarantee	12 months	24 months
Assessments	Management/leadership assessment included for finalists	Personality assessment included
Recent/Current MN Manager/Administrator Searches	Minnetrista, Oakdale, Inver Grove Heights, Burnsville, Willman, Kimball, Shakopee, Maple Plaine, Wilmar	Aitkin, Mahnomon, N. St. Paul, Norwood Young America, White Bear Lake, Monticello, Albert Lea, St. James, Scandia
Hiring Follow Up	N/A (possibly upon request)	Periodic contact with new administrator and Council for 12 months.

**City of Shorewood
Executive Search Firm Interview**

Search Firm Name: _____

Interview Date/Time: _____

Reviewer's Name: _____

Question 1

In your experience, what causes a City Administrator recruitment and hiring process to succeed, and what may cause a process to fail?

Question 2

What information and input from City Council do you consider to be the most effective in helping you with your executive recruitment process?

Question 3

Describe what you have found to be the most effective process for a city to narrow a list of applicants down to a list of semi-finalists and then eventually a list of finalists?

Question 4

How a candidate for the City Administrator fits within the organization is extremely important, so how do you evaluate this intangible quality and integrate it into your process?

Question 5

How often will you have check-ins or interaction points with the City Council and city staff during the recruitment process? How will you communicate the status of the overall recruitment process to Council and staff?



**Request For Proposal
Executive Search Firm to Assist
In Hiring a City Administrator**

I. OVERVIEW

City of Shorewood is seeking proposals from executive search consulting firms to assist in the recruitment of a City Administrator. The selected firm will conduct the recruitment, evaluation and screening of applicants in order to provide recommendations to the Shorewood City Council. The Shorewood City Council will interview the semi-finalists, with a hiring goal on or before October 1, 2022.

II. INTRODUCTION

Shorewood is a city with a population of 7,800 and located in western Hennepin County. The Mayor and four-member council are all elected at-large and on staggered terms. The city has a full-time staff of 22 people, with police and fire services being provided by a joint powers agency with three and four other cities, respectively.

III. PROPOSAL REQUIREMENTS

Proposals for Executive Search Firm should include the following information regarding your company's process in the following areas:

1. Recruitment.
2. Identification of quality candidates.
3. Screening applicants and recommendation of semi-finalists.
4. Final interview.
5. Conducting pre-employment investigation and evaluations of finalist(s).
6. Assistance in negotiating offer.

Proposals should include your firm's experience in providing local government executive searches.

Proposals should include the proposed fee schedule, payment provisions requested, and estimated expenses.

Proposals should include proof of liability insurance and amount.

IV. STATEMENT OF NEED

City of Shorewood is seeking responses from consultant firms with expertise in conducting quality search services. The primary objective of the RFP is to establish a consultant list from which the city will select an executive search firm to conduct the search for a new City Administrator.

V. NATURE OF POSITION

The position of City Administrator is a critical, visible position requiring strong business management experience, exceptional leadership ability and a successful track record of working with or for government, public agencies within the local government sector.

The job description for the City Administrator is attached to this request.

VI. RESPONSE REQUIREMENTS

Proposals and all related materials are due by noon on May 2, 2022. Responses may be delivered to City of Shorewood:

Sandie Thone, Human Resources Director
5755 Country Club Road
Shorewood, MN 55331

Responses submitted by email will be accepted at sthone@ci.shorewood.mn.us

VII. QUESTIONS/ADDITIONAL INFORMATION

All questions and/or requests for additional information may be requested via email to Sandie Thone, Human Resources Director at the following email address Sthone@ci.shorewood.mn.us or via direct line at 952.960.7911.