

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at www.westbranchiowa.org/government/council-videos. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**February 13, 2017
7:00 p.m.**

Mayor Roger Laughlin called the City Council Work Session to order at 7:03 p.m. Roll call: Mayor Roger Laughlin and Council members Colton Miller, Mary Beth Stevenson, and Tim Shields were present. Brian Pierce and Jordan Ellyson were absent. Laughlin welcomed the audience and Police Chief Mike Horihan.

Work Session

General Overview of Work Session

Pat Callahan, of Callahan Municipal Consultants, the firm hired to conduct the search for the new city administrator, presented an overview of the Work Session. He wants to review the job description, timetable, level of citizen involvement, community and position profile, setting a salary range, advertising, confidentiality of applicants,

Timetable for Search Process

Key dates established for the process were: Feb. 16: Interviews with Mayor, City Council members, department heads and staff. April 18: Review resumes and rank candidates. May 4: Skype interview with candidates. May 19 & 20: Formal interviews with candidates and selection of new Administrator.

Consultant interviews with Mayor and City Council members.

Pat will be interviewing staff, department heads, Mayor, and Council members for input.

Citizen involvement in Search Process

The City Council would like to have a Public Forum on March 9 where the public can provide input on the qualities they seek in a new administrator.

Community and Position Profile

The Community and Position Profile is used to sell the candidate and spouse on the community and the position. It will contain information about the community and surrounding area as well each of the city departments. Pat will place it on his web site and send it to selected candidates.

General Overview of Wage & Benefit Package

A salary range of \$60,000 to \$80,000 was established for the position. Other benefits were reviewed, with the council allowing some items to be negotiable and others to remain as stated in the employee handbook.

Advertisement of Position

The position will be advertised on the websites of ICMA, Iowa League of Cities, Iowa Association of Municipal Utilities as well as Linked-in.

Confidentiality of Candidates Information

Pat explained that some candidates may wish to keep their names confidential during the early part of the process. He has candidates sign a form requesting a closed session with the City Council if they wish to keep their names unavailable for public record. Also, he asked the Council to let him know if they wish to make the names public, that he be told beforehand so that candidates may be allowed to withdraw. West Branch resident Mike Owen spoke against allowing names to be withheld.

Consultant Updates during Search Process

Pat will talk to the Mayor from time to time and send emails to the Council. He will also issue reports.

Screening of candidates by Mayor and City Council

Pat will rank all candidates but not share his rankings until the Mayor and Council have completed their rankings. April 18 was selected as the day the Council will review resumes and select their candidates for initial interviews.

City Council meeting, Open House and Work Session

Pat reviewed the schedule that had been agreed to during the meeting:

February 16 – Pat meets with Department Heads, staff and Council.

March 9 – Public Forum for citizen input on the qualifications they seek in an Administrator.

April 18 – Review resumes and selection of candidates for initial interviews.

May 4 – Initial Skype interviews with candidates.

May 19-20 – Formal interviews with Finalists.

Discussion of Interim City Manager

The names of Nick Shimmin and Mike Horihan were mentioned as potential candidates for Interim City Administrator.

ADJOURNMENT

Motion to adjourn the work session by Shields, second by Miller. Motion carried on a voice vote. City Council Work session adjourned at 8:41 p.m.

Roger Laughlin, Mayor

ATTEST: _____

Gordon R. Edgar, Deputy City Clerk