

(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

**April 18, 2017
6:00 p.m.**

Mayor Roger Laughlin called the City Council Work Session to order at 6:03 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Tim Shields and Brian Pierce were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, and Library Director Nick Shimmin.

City Administrator Search Process

Pat Callahan, Callahan Municipal Consultants reviewed the city administrator job search timeline and noted that no changes were made to the original schedule. The applicant pool of twenty five candidates will be narrowed down by the review and ranking of the City Council. Council members were given an opportunity on April 18th to review and rank each candidate. The Skype interviews will further narrow down the list. Skype interviews will be held on May 4, 2017 beginning at 6:00 p.m. The finalists will meet with staff on May 19, 2017 with interviews to be held on May 20, 2017.

Callahan is currently developing employment agreement samples that will be provided for council review at a later date. Callahan reiterated the importance of confidentiality of the candidates at this stage of the process and said that some candidates if not all, may request to interview in closed session.

Callahan and the council discussed the applicant pool and Callahan commented that he was familiar with some of the applicants.

ADJOURNMENT

Motion to adjourn the work session by Shields, second by Pierce. Motion carried on a voice vote. City Council Work session adjourned at 6:46 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk