

**ELY CITY COUNCIL
SPECIAL MEETING
AUGUST 16, 2016
5:30 p.m.
ELY CITY COUNCIL CHAMBERS**

Mayor Eldy Miller called a special meeting of the Ely City Council to order at 5:30 p.m. on Tuesday August 16, 2016 in the Council Chambers at Ely City Hall. Council Members present: Kay Hale, Stephanie Mehmen, Judy Wery; Elizabeth Rohner and Teri Billick arrived during the meeting. Also present: Library Director Sarah Sellon, Deputy Clerk Luanne Miller, Recreation Coordinator/Digital Media Tech Connor Fisher, Public Works Director Ron Stark and City Administrator/Clerk Aaron Anderson.

The City Council met in special session, pursuant to notice as required by State Code, to consider a proposal to conduct a city administrator search process, discuss appointing an interim city administrator, and other items matters related to transition between City Administrators as set out in the posted agenda.

Mehmen moved to approve the agenda, second by Hale; motion carried – 3 to 0.

Council member Rohner arrived.

City Administrator Hiring/Recruitment and Transition.

Resolution No. 16-0816-16, Accepting Proposal from Callahan Municipal Associates, LLC for Executive Search Consulting Services. Clerk-Administrator Anderson reported Pat Callahan, Callahan Municipal Consulting Services, sent a proposal to provide consulting services to conduct a search process for a new City Administrator, and facilitate the process for the Mayor and City Council. Mr. Anderson reported the fee for all services presented in the proposal totals \$13,560; and that Mr. Callahan noted Ely could decrease the cost by performing two items listed in the proposal. Mayor and City Council discussed, including the importance of attracting the most capable candidates for the position, coordinating information with Mayor and City Council, and the difficulty other cities in the area have had with similar process. Rohner moved to accept the proposal for services as presented and to approve Resolution No. 16-0816-16, Accepting Proposal from Callahan Municipal Associates, LLC for Executive Search Consulting Services; second by Mehmen.

Aye: Mehmen, Hale, Wery, Rohner

Nay: None

Absent/Abstain: Billick

Mayor Miller declared the motion passed and resolution approved – 4 to 0.

Council member Billick arrived.

Discuss Possible Hire and Appointment of Interim City Administrator. Mayor Miller reported there are few people with the background to be an effective interim City Administrator,

and none who are currently available. Mayor Miller suggested the following options for handling City business during transition between City Administrators including:

- Engaging Aaron Anderson as a consultant on a limited basis after September 16, 2016.
- Assign additional duties to Deputy Clerk Luanne Miller
- City Administrator Anderson draft and distribute summary outlines of City Administrator's duties and how he performs them; and presents same to Mayor and City Council.
- Mayor schedules limited routine office hours at City Hall
- Council members Hale, Rohner or other Council members helping in office during the day when they are available.
- Mayor Miller as central arbiter of day to day decisions. He will be main contact with Public Works Director and city staff regarding day to day matters.
- Emphasize communication among Mayor, City Council and staff.

Mayor Miller noted next steps include meetings include special meetings with Mr. Anderson regarding role and responsibilities, and process for City Administrator search with Pat Callahan.

Hale moved to adjourn at 6:19 p.m., second by Rohner; motion carried – 5 to 0. Mayor Miller declared the meeting adjourned at 6:19 p.m.

Eldrew Miller, Mayor

Attest:

Aaron Anderson, Clerk/Administrator