

**ELY CITY COUNCIL
SPECIAL WORK SESSION MEETING
OCTOBER 25, 2016
6:00 p.m.
ELY CITY COUNCIL CHAMBERS**

Mayor Eldy Miller called the meeting of the Ely City Council to order at 6:00 p.m. Council Members present: Teri Billick, Stephanie Mehmen, Kay Hale, Judy Wery and Elizabeth Rohner
Guest: Pat Callahan Also present: Sarah Sellon.

Mehmen motioned, second by Hale, moved to open meeting.

Mayor Miller called the meeting to order at 6:00 PM and turned the floor over to Pat Callahan of Callahan Municipal Consultants, LLC

Pat presented

Item B. A quick general overview of the work session, purpose of work session and what was to be accomplished.

Item C Time Table

Item D Citizen Involvement in Search

Item E General Discussion of City Administrator Documents

1. City Administrator Job Description – general consensus everyone ok with it.
2. Chapter of City Code – City Administrator – general consensus everyone ok with it.
3. City Administrator Employment Agreement – negotiable – general consensus everyone ok with it.

General Overview of Wage & Benefit Package/Compensation Package separate handout.

- A. Salary and Employment Agreement
- B. Auto Options – Negotiable & IRS per mile rate \$0.51/mile
- C. Vacation Plan – Negotiable Standard same as other employees but some may request credit for years of experience.
- D. Sick Leave Plan – Same as other employees
- E. Medical/Dental/Life Insurance – Standard Plan. Pat was given the Benefit Solutions Insurance information for any questions that come up.
- F. Moving Allowance – Negotiable but with a cap on cost and cap on time.
- G. Supplemental Living Allowance – No
- H. Severance Package – negotiable subject to conditions. Generally 2-6 months
- I. Retirement – Employee Option IPERS State or ICMA – RC 457 Plan
- J. City Equipment – City issued phone and laptop
- K. Performance Evaluation – Yes 1st year 3, 6 & 12 months. Annual there after
- L. House Hunting Expenses – No
- M. Professional Association Dues – Yes
- N. Professional Education & Continuing Education – Yes
- O. Miscellaneous Condition - Outlined in offer of employment; method of acceptance – letter and starting date ASAP
- P. Employment Agreement – Negotiable City Attorney (Bob Hatala) to review.
- Q. Candidate Travel Expenses; Mileage and Lodging expenses – yes, but if outside 50 mile radius will cover, if inside 50 mile radius will not cover.

Discussed more in-depth on the agenda items:

Item C. Time table for search process and key dates:

- Skype or Telephone interviews was moved from Wednesday November 2 to Thursday November 3. Starting at 5:30 p.m. Location was moved from City Hall to the Library Community Room as there is a TV with all correct connections. Being prompt is important as the interviews will take approximately 25 minutes with 5 minute break in between each. Each council member will be asked to rank each interviewee from 1-7 and Pat will tally weighted average, the same as was done on the 25th. Eldy will reach out to each candidate to test the Skype connection and he will go to the Library on Tuesday Nov 1 to test from that site.
- Interview for the finalist is schedule for November 18th. Starting at 8:00 AM Interviews for the finalist. Pat's team will do Google search on each candidates well as extensive background checks.

Item D. Citizen Involvement in Search Process. Who do you want to invite? Help from the community is welcomed. Public Forum. Citizen involvement – yes. Open to the public. Candidates with family Late afternoon early evening. Handle it like a reception. Have food drinks at City Hall. Kay will work with Luanne. Eldy has serving pieces if needed.

Item G. Confidentiality of Candidates' Information early in the process. Request for Closed Session Form – signed by the Candidates. Pat asked if media would attend, generally not because we are a small community and not something that media would cover. No release of names of Finalist not likely.

Item H. All communications via phone calls to Mayor; written reports to Mayor and City Council, but any council member is welcome to call Pat and staff at any time.

Item I. Next Meeting moved to Thursday November 3rd 5:50 p.m. to 9:00 p.m. at Ely Library.

1. Telephone or Skype or Telephone Interviews.
2. Consultant's Review & Recommendations
3. Council Rankings Process immediately following Interviews
4. Rating System as basis for selection of candidates for final Interviews.
Pat will provide a list of questions, if anyone would like to add others than some he has on list, please let him know.

Discussion of top 9 Candidates # per Cover Letter and Resume ranking.

Candidates #7, 18, 6, 1, 3 and 9

Candidate # 5 Judy concerns were on the errors in the cover letter. Stephanie liked his flood experience and he had the most extensive resume. Pat noted he applied at Centerville and was a finalist in Forest City. Next step would be to meet him.

Candidate # 3 Eldy was concerned because he had Public Work background but not City Admin experience.

Candidate # 9 Questionable 3 Council members loved but 3 did not. Pat said he will not interview polished so PR is questionable, dresses casual but very active in IA IMPOA

Candidate # 13 Concerned on the young age. Pat said from Mt. Vernon. Some council concerned this is a resume builder, stepping stone.

Candidate # 5 They are actively interviewing

Candidate # 16 Stay are home job, some experience has tried for a lot of jobs, didn't interview well, a little arrogant. No

Hale made motion to adjourn meeting. Mehmen second
Meeting Adjourned at 6:53 p.m.

Eldrew Miller, Mayor

Attest:

Luanne Miller, Deputy Clerk