

PERSONNEL COMMITTEE MEETING MINUTES
DECEMBER 30, 2021

The Personnel Committee met on Thursday, December 30, 2021 at 4:15pm. Present were Mayor Pro Tem Andy Kelchen, Council Member Bill Hosch and Mayor Elect Steve Knepper and the City Administrator, Deanna McCusker.

The City had been referred two possible candidates for the interim position by a consulting firm and we had briefly met with them to ask some questions. The personnel committee discussed qualifications of the two candidates. References for both candidates were checked. Work schedule, pay and hotel arrangements were discussed. It was discussed having the person who is hired work 4 days a week or 36 hours for \$45 per hour. The City will also provide housing and mileage. Cobblestone Hotel in Monticello was contacted and rooms for a weekly rate is \$65 per night. The Committee was in agreement with the candidate they wanted to offer the position to. We will start advertising right away for the full-time city administrator position also. The committee also reviewed options from Callahan Consulting to assist with the city administrator search. Option 1 includes updating the 2014 position profile, sending any potential candidates and review of applicants. The position will be posted on the Iowa League of Cities, Iowa Work Force and the three different consulting firms will be contacted also. The position will run for 30 days. All of this will go before City Council for formal approval.

With nothing further, the meeting adjourned at 4:50pm.

Deanna McCusker, City Administrator

Andy Kelchen, Mayor Pro Tem