



City of Muscatine

CITY COUNCIL MINUTES

Monday, July 15, 2024

1. **CALL TO ORDER**

Mayor Bark called the City Council meeting for July 15, 2024 to order at 05:00 PM.

2. **ROLL CALL**

Councilmembers Present: Nadine Brockert by phone, John Jindrich, Peggy Gordon, Angie Lewis, Don Lampe, Matt Conard by phone. Councilmembers Absent: Jeff Osborne.

3. **CONSIDERATION OF ITEMS IDENTIFIED IN THE CALL OF SPECIAL MEETING**

A. Discussion on Process for Recruitment of City Administrator

Human Resources Manager Stephanie Romagnoli gave the Council options regarding the process of hiring a new City Administrator.

- Gov HR - the company the City used previously- Ms. Romagnoli recommended them due to the fact they have worked with the City prior and are familiar with processes.

-Send out a New Request for Proposal to look for a new hiring firm to use - This would add to length of process.

-Contact Pat Callahan - A consultant the City has used in the past for facilitation of goal-setting sessions with staff and City Council.

Ms. Romagnoli stated previously in 2020, the City paid \$15,000 for Gov HR to perform the hiring process and that the cost would be more this time.

The council discussed the various options with Gordon and Brockert stating they would prefer to use a hiring firm and Lampe, Conard and Jindrich stating they were not in favor of spending that much money on the hiring process and felt that it could be done in house.

The council consented to advertise for the position through our normal hiring process and evaluate what the response is and at the same time put out a new RFP for a hiring firm. At the 30-day point, if the council/staff does not feel confident in the applicants received, then they move forward to using a hiring firm.

There was discussion regarding the interview process being either in an open session or closed session if all of the council were to be present, or breaking the interview into smaller teams to avoid a quorum being present.

B. Discussion on Recruitment Process for Interim City Administrator

Mayor Bark reviewed the timeline in place for the process of hiring an interim City Administrator.

The Internal Application link was sent out on July 15, 2024, and will be available to all City employees until 4:00 p.m on July 26, 2024. At this time, all applications received will be sent to the search committee for review.

On August 5, 2024, the search committee will meet to discuss applicants and make a recommendation for the interim City Administrator.

On August 8, 2024, a special meeting will be held to appoint the Interim City Administrator with an exempt session to follow to discuss salary/start date.

On August 12, 2024, the Interim City Administrator will start.

August 25, 2024, Current City Administrator's last day.

4. **ADJOURNMENT**

Councilmember Lewis moved the meeting be adjourned at 05:58 PM.