

**City of Mountain Lake
Regular City Council Meeting
Mountain Lake City Hall – 930 Third Ave
Tuesday, June 15, 2021
5:30 p.m.**

Members Present: Dean Janzen, Mike Nelson, Darla Kruser, Dana Kass, Andrew Ysker

Members Absent: None

City Staff Present: Michael Schulte, City Administrator/Clerk

Others Present: None

Call to Order

The meeting was called to order by Mayor Nelson at 5:30 p.m.

Approval of Agenda

Motion by Kass, seconded by Janzen, to approve the agenda. Motion carried 5 – 0.

City Administrator Search Process

Two proposals to do an executive search for the next city administrator were received. The first proposal was from Liza Donabauer with David Drown Associates and the second was from Mike Humpal with South Central Service Cooperative. Each would meet with the council, identify goals and desired traits, create a profile of the position, advertise the position, conduct screenings and interviews with the candidates, help set up interviews, arrange meeting sessions with the council and staff, follow-up with the administrator, and provide another search at no cost if the administrator leaves within two years. David Drown Associates cost was \$20,000. South Central Service Cooperative was \$8,545.

The administrator has been contacting potential interim city administrators but has not received a firm proposal back yet. An interim city administrator that was highly recommended by multiple cities is currently serving as in interim in another city and has another city lined up to begin in August. The administrator is working with South Central Service Cooperative to help find an interim. The hope is to have at least one proposal by next Wednesday's City Council meeting. Discussion ensued on the consulting firms, timelines, and advertising for the position. Motion by Kruser, seconded by Janzen, to approve South Central Service Cooperative to conduct the city administrator search process at a cost not to exceed \$8,545. Motion carried 5 – 0. If Mike Humpal's schedule allows, the Council stated they would desire a work session before the next regular meeting to discuss the job description, timeline, and search process.

Adjourn

The meeting was adjourned at 6:01 p.m.

Approved June 23, 2021

ATTEST:

Michael Schulte, Administrator/Clerk