



AGENDA ITEM #10.1

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: September 1, 2020

Subject: City Administrator Search Update

Report: Attached please find updates on the City Administrator Job Search Liza Donabauer from David Drown Associates.

Reminder of the October 12th Special City Council meeting for the City Administrator Candidate Selection for interviews.

Temporary salary increases for the City Clerk/Treasurer and Administrative Assistant retro to July 27, 2020.

Council Action Requested: Council motion accepting temporary salary increases for the City Clerk/Treasurer and Administrative Assistant retro to July 27, 2020.

Angie Duus

From: Liza Donabauer <liza@daviddrown.com>
Sent: Monday, August 24, 2020 1:20 PM
To: Mayor; Cheri Seils; Jerry Akerson; Scott Pederson; Mimi Swanson
Cc: Angie Duus; City Hall
Subject: Re: Update: Pequot Lakes City Administrator Position

Oh no!!!! I had drafted the below message last Wednesday evening and I see that the below email was never sent. Please accept my apology! As of today, the number has now increased to 31. I will provide another update later this week.

Good evening Mayor and Members of the Council,

I wanted to provide a quick update to let you know that there are now 27 candidates who have submitted their resumes via our online application portal. This is impressive! We still have two weeks until the posting closes. We will continue to monitor the progress of the quality and quantity of applicants. Have a great rest of the week!

Kind regards,
Liza Donabauer
DDA HR, Inc.

From: Liza Donabauer
Sent: Tuesday, August 11, 2020 7:03 PM
To: mayor@pequotlakes-mn.gov <mayor@pequotlakes-mn.gov>; Cheri Seils <cseils@pequotlakes-mn.gov>; Jerry Akerson <jakerson@pequotlakes-mn.gov>; Scott Pederson <spederson@pequotlakes-mn.gov>; Mimi Swanson <mswanson@pequotlakes-mn.gov>
Cc: Angie Duus <aduus@pequotlakes-mn.gov>; cityhall@pequotlakes-mn.gov <cityhall@pequotlakes-mn.gov>
Subject: Update: Pequot Lakes City Administrator Position

Good evening Mayor and Members of the Council,

There has been a lot of excitement for the Pequot Lakes City Administrator position. Our LinkedIn post has reached over 700 views! Six days ago we posted the position and as of today, we have 19 applications! I think that may possibly be a record for any position we have posted at DDA. As you know, you have an amazing community so obviously others feel the same way.

Each week I provide an update regarding the search process. We look forward to the number of interested quality applicants increase over the next several weeks.

Below is a schedule for the upcoming process:

September 2nd: Posting Deadline.

September 3rd: DDA will review and rank applicants based on job related criteria and select semifinalists.

September 25th: Each semifinalist will complete a video interview.

September 25th: DDA will administer a work-related personality index and information disclosure to all semifinalists. The index, information and disclosure and video interviews will be forwarded to the Council for review.

October 12th: The Council will meet to select finalists. These are the applicants who will be moving onto the interview stage.

Please let me know if you have any questions. Otherwise, I will provide you with another update next week. Have a grrrrrrrrrrreat week!

From: Liza Donabauer

Sent: Wednesday, August 5, 2020 2:50 PM

To: mayor@pequotlakes-mn.gov; Cheri Seils <cseils@pequotlakes-mn.gov>; Jerry Akerson <jakerson@pequotlakes-mn.gov>; Scott Pederson <spederson@pequotlakes-mn.gov>; Mimi Swanson <mswanson@pequotlakes-mn.gov>

Cc: Angie Duus <aduus@pequotlakes-mn.gov>; cityhall@pequotlakes-mn.gov

Subject: Update: Pequot Lakes City Administrator Position

Good afternoon Mayor and Members of the Council,

Pequot has been posted! Here is a list of venues that were used as well as the link to the application.

Posting Venues

League of Minnesota Cities

GovernmentJobs.com

Association of Minnesota Counties

Minnesota Association of County Administrators

Minnesota City/County Management Association

ICMA

North Dakota League of Cities

South Dakota Municipal League

Iowa League of Cities

League of Wisconsin Municipalities

University of Minnesota

University of Iowa

University of Wisconsin

University of South Dakota

University of Nebraska

MN Private Colleges Consortium

MN State Colleges

LinkedIn

And an email sent to all subscribing City Administrators/Managers and HR professionals via the League's MemberLink.

Link to Application

<https://daviddrown.hiringplatform.com/44359-pequot-lakes-city-administrator/154929-application-form/en>

Hereafter, I will provide a weekly update to the City Council. We look forward to monitoring the progress of the applications for the City Administrator position.

Please let me know if you have any questions or concerns.

Kind regards,

Liza M. Donabauer

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DDA

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