



AGENDA ITEM #10.3

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: October 6, 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.

Council Action Requested: No Council action requested.

Angie Duus

From: Liza Donabauer <liza@daviddrown.com>
Sent: Friday, September 25, 2020 8:31 AM
To: Mayor; Cheri Seils; Jerry Akerson; Scott Pederson; Mimi Swanson
Cc: Angie Duus; City Hall
Subject: Re: Update: Pequot Lakes City Administrator Position

Happy Friday everyone!

I look forward to sending you the information on your semi-finalists on October 5th. Please look for an email from me which will include clickable links to each of the semi-finalists to view their applicant information. Please be sure to set aside time throughout the week of October 5th to view the information.

Have a great weekend!

Liza Donabauer
DDA HR, Inc.

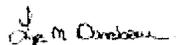
From: Liza Donabauer
Sent: Friday, September 18, 2020 12:19 PM
To: mayor@pequotlakes-mn.gov <mayor@pequotlakes-mn.gov>; Cheri Seils <cseils@pequotlakes-mn.gov>; Jerry Akerson <jakerson@pequotlakes-mn.gov>; Scott Pederson <spederson@pequotlakes-mn.gov>; Mimi Swanson <mswanson@pequotlakes-mn.gov>
Cc: Angie Duus <aduus@pequotlakes-mn.gov>; cityhall@pequotlakes-mn.gov <cityhall@pequotlakes-mn.gov>
Subject: Update: Pequot Lakes City Administrator Position

Happy Friday Mayor Tayloe and Members of the Council,

I do not have much to update this week (which is a good thing!) because each of the semi-finalists are working toward completing their assigned tasks.

I will provide another update next week. Have a wonderful weekend everyone!

Kind regards,



Liza M. Donabauer
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DDA

David Drown Associates, Inc.

From: Liza Donabauer

Sent: Tuesday, September 8, 2020 4:46 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 evening Mayor Tayloe and Members of the Council,

After screening the applicants to determine who best met the minimum qualifications as well as the desired attributes as shared by Council and the management team, we have selected 11 semi-finalists. They will begin their work shortly on completing the items as discussed below.

I will provide an update next week to let you know how the semi-finalists are moving forward with their assignments.

Have a great week everyone!

From: Liza Donabauer

Sent: Thursday, September 3, 2020 8:34 AM

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 morning everyone!

I am so excited to tell you that the posting closed last night at midnight, and Pequot Lakes received 47 applications! Whew! That is an incredible amount! The LinkedIn posting alone received over 1,100 views!

We will be working on screening the applications today to whittle down 47 applicants to 10-14 semi-finalists. Those semi-finalists will then complete a Personality Index, Information Disclosure and Video Interviews.

One week prior to your Council Meeting on October 12th, each of the Council Members will receive an email from me with "clickable" links to each semi-finalist. Please set aside 25-35 minutes per semi-finalist to properly review their information. When we meet on October 12th, you will share your top three candidates you want to meet in a face to face interview.

I will provide another update after we have screened the applications.

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

Kind regards,

