

**Open Council Work Session Minutes
October 12, 2012; 3:00 p.m.
Council Chambers**

A. CALL TO ORDER.

An Open Council Work Session of the Waverly City Council was held on October 13, 2012, at 3:00 p.m. in the Ivan "Ike" Ackerman Council Chambers at City Hall. Mayor Brunkhorst presided. Council members present: Gary Boorom, Kathy Olson, Gene Lieb, Dan McKenzie, Richard Lindell, Chris Neuendorf and Tim Kangas. Absent: None.

A. Work Session Item:

1. Council meets individually with Candidates at City Hall for the City Administrator Position.

- Council members met with candidates one at a time in four separate rooms with 2 council members / mayor in each room.

B. 2. Adjournment.

- At 5:05 p.m. candidates were transported to the Waverly Public Library for a "Meet and Greet" with the public from 5:30 p.m. to 6:30 p.m.

Bob Brunkhorst, Mayor

Attest:

Carla Guyer, Deputy City Clerk

Council Minutes
October 13, 2012 8:15 A. M
Civic Center

A. CALL TO ORDER.

An Executive Session of the Waverly City Council was held on October 13, 2012, at 8:15 a.m. in the Ivan "Ike" Ackerman Council Chambers at City Hall.

Mayor Brunkhorst presided. Council members present: Gary Boorum, Kathy Olson, Gene Lieb, Dan McKenzie, Richard Lindell, Chris Neuendorf and Tim Kangas. Absent: None.

B. EXECUTIVE SESSION.

To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. **Interviews with candidates for City Administrator.**

- Council met in executive session in order to interview each of the 5 final candidates for the City Administrator upcoming vacancy.

Council Minutes
October 13, 2012 1:05 P. M.
Civic Center

A. CALL TO ORDER.

A Special Meeting of the Waverly City Council was held on October 13, 2012, at 1:05 p.m. in the Ivan "Ike" Ackerman Council Chambers at City Hall.

Mayor Brunkhorst presided. Council members present: Gary Boorum, Kathy Olson, Gene Lieb, Dan McKenzie, Richard Lindell, Chris Neuendorf and Tim Kangas. Absent: None.

B. WORKING LUNCH AT 1:05 P.M. (OPEN SESSION.)

1. **Council debriefs with Department Heads and Community Group.**

- During a working lunch council debriefed with department heads and the community group who also interviewed city administrator candidates.

**Special City Council Meeting
October 13, 2012; 2:00 p.m.
Council Chambers**

A. CALL TO ORDER.

The special meeting of the Waverly City Council was held on October 13, 2012, at 2:00 p.m. in the Ivan "Ike" Ackerman Council Chambers at City Hall. Mayor Brunkhorst presided. Council members present: Gary Boorum, Kathy Olson, Gene Lieb, Dan McKenzie, Richard Lindell, Chris Neuendorf and Tim Kangas. Absent: None.

B. APPROVE AGENDA.

1. **Approve Agenda as Printed or Add Items for Discussion Only.**

Moved By: Olson

That the agenda for this Council meeting as prepared is hereby approved.

Yes: 7 No: 0 Absent: 0

C. REGULAR BUSINESS.

1. **Council selects City Administrator or calls back top two candidates for additional questions.**

- Council began reviewing candidate qualifications and council determined executive session discussion be more appropriate to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Moved By: Lindell

To Re-enter into Executive Session to discuss qualifications of hiring one of the City Administrator candidates is hereby approved.

Yes: 7 No: 0 Absent: 0

Moved By: McKenzie

To close Executive Session and Re-enter into Open Session is hereby approved.

Yes: 7 No: 0 Absent: 0

D. FINAL SELECTION FOR CITY ADMINISTRATOR VACANCY.

1. **Appointing Phil Jones as the Future City Administrator for the City of Waverly.**

- Waverly was given an excellent pool of candidates which required very serious consideration by all of council.
- Consultant Richard Fursman reviewed attributes of each candidate.

Moved By: Olson

The appointment of Phil Jones as the future city administrator for the City of Waverly is hereby approved.

Yes: 6 No: 1 (Neuendorf) Absent: 0

2. **Approval to Extend Offer to Fill Upcoming City Administrator Vacancy.**

Moved By: Kangas

To Extend Offer to Phil Jones to Fill Upcoming City Administrator Vacancy is hereby approved.

Yes: 7 No: 0 Absent: 0

3. **Directing Candidate Committee to Move Forward with Negotiations of an Employment Agreement with the Future City Administrator.**

- Beginning offer will be \$110,000 annual salary.

Moved By: Lindell

Directing Candidate Committee to Move Forward with Negotiations of an Employment Agreement with the Future City Administrator Phil Jones is hereby approved.

Yes: 7 No: 0 Absent: 0

F. **ADJOURNMENT.**

Moved By: Boorum

That the City Council Meeting be adjourned.

Yes: 7 No: 0 Absent: 0

Council adjourned at 3:39 P. M.

Bob Brunkhorst, Mayor

Attest:

Carla Guyer, Deputy City Clerk