

COUNCIL COMMITTEE MINUTES
DECEMBER 27, 2007
5:30 P.M.
SERGEANT BLUFF CITY HALL

Present: Mayor Petersen, Wood, Seward, Moriarty, Huser and Wendel.

Skip Meisner provided the agenda as follows: 1). Review CA file from 2002 – still not available, Cathy was not able to locate. 2). Determine Confidentiality requirements – Mayor Petersen has a call in to Sarah Kleber, City Attorney. 3). Prepare new community profile for mailing to candidates – Mayor Petersen will have it formulated next week. 4). Develop timeline – Skip provided a timeline and committee reviewed. The timeline will start with the ICMA and Iowa League of Cities Ad on January 28 and putting an ad in four newspapers, the Sioux City Journal, the Omaha World Herald, the Des Moines Register, and the Minneapolis Star Tribune. The committee wanted to include in the ad: a minimum B.A. degree, Masters preferred. Seward also spoke about getting the ad on the South Dakota Website. 5). and 6). Skip will prepare the ICMA Ad, which will be under 300 words and newspaper ads. Each member on the committee will have a copy of the candidates' application to review individually and to rate before getting together as a group. Committee discussed picking top five candidates and then narrowing down to three. Receiving, reviewing, rating, reference and background checks timeline will be from January 28 – March 7, 2008. Interviews from March 10 – 21, 2008. Make offer & Negotiate Contract – March 24 to March 28, 2008. New City Administrator to start May 1, 2008. 7). Did not receive notes from 12/20/07 meeting. 8.) The committee reviewed the qualities wanted/needed in candidates from Skip's list; they were combined, rated and two additional qualities were discussed. They were: experience with forging operative ventures with other legislative and governmental entities (regional projects) and negotiation skills. 9). The next meeting will be January 10, 2008 at 5:30 p.m. At this meeting the ads will be reviewed, confidentiality requirements known, profile, and salary base will be decided.

Dale Petersen, Mayor

Candice Litras, City Clerk