

**MINUTES
POLICIES & PROCEDURES BOARD**

DECEMBER 9, 2019

The meeting was called to order by Chairperson Shawn Reinke at 5:00 p.m. Members present were Len Gilmore, Ron Mergen, Interim City Administrator; and Belinda Ludwig, Interim City Administrator.

Motion was made by Reinke to approve the minutes for the November 18, 2019 Policies & Procedures Board meeting. Seconded by Gilmore and unanimously carried.

EXECUTIVE SEARCH FIRMS

Three firms were interviewed by phone with each firm given 5 to 10 minutes to give a background of their firm and a description of how they would handle the hiring process. Each firm was then asked a list of questions. The three firms interviewed were:

- Bakertilly \$17,650.00 to \$22,500.00
- Big River Group \$15,280.00 plus unknowns
- DDA \$18,000.00

After the phone interviews were completed members discussed the results with the preferred firm being DDA. It was questioned what if a current employee wants to apply and if there is any special consideration given to the employee.

DDA was called back and responded that the employee would have to go through the process just like any other candidate; however, the employee would likely make the semi-final list, if they qualify.

Motion was made by Reinke to hire DDA as the executive firm and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

NEXT MEETING

The next meeting will be held on Wednesday, January 8, 2019 at 5:00 p.m.

There being no further business, the meeting was adjourned at 4:55 p.m.