



**Agenda  
Minnetonka City Council  
Special Study Session  
Monday, May 9, 2022  
4:30 p.m.  
Minnehaha Room**

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|----|--|----------------|
| 1. | Call to Order  | 4:30 p.m.      |
| 2. | Introductions/Roll Call                                  | 4:30-4:35 p.m. |
| 3. | City Manager Candidate Materials and Timeline with GovHR | 4:35-6 p.m.    |
| 4. | Adjournment  | 6 p.m.         |

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.



**Special Study Session Agenda Item #3  
Meeting of May 9, 2022**

**Title:** City Manager Candidate Materials and Timeline with GovHR

**Report From:** Dawn Pearson, Human Resources Manager

**Submitted through:** Moranda Dammann, Acting Assistant City Manager  
Corrine Heine, City Attorney

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**Action Requested:** Review City Manager candidate materials and hiring process timeline with GovHR

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**Summary Statement**

The City Council engaged GovHR USA to facilitate the recruitment process for the next City Manager of Minnetonka. Charlene Stevens, Senior Vice President, is the search consultant for the city.

Ms. Stevens will be present the applications received and facilitate the mayor and council's selection of candidates for interviews.

**Strategic Profile Relatability**

- |  |   |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community           |
| <input type="checkbox"/> Sustainability & Natural Resources          | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management           | <input type="checkbox"/> Community Inclusiveness            |
| <input checked="" type="checkbox"/> N/A                              |   |

**Background**

At the Feb. 7, regular city council meeting council approved the contract with GovHR USA, LLC to facilitate the recruitment process for the next City Manager of Minnetonka. After approval of the agreement, GovHR conducted intake meetings with the mayor and council, and department directors and managers to develop a City Manager recruitment brochure. At the Feb. 28, regular council meeting council approved the City Manager recruitment brochure, search timeline and commenced the recruitment. The recruitment period ran from Feb. 29 – April 8.

Ms. Stevens will be presenting applications received and facilitate the mayor and council's selection of candidates for interviews.

Ms. Stevens will also present options for interviewing candidates and soliciting feedback from constituents.

Ms. Stevens has prepared a recruitment update as attached.



**TO:** Mayor and City Council  
**FROM:** Charlene Stevens, GovHR Sr Vice President  
**SUBJECT:** City of Minnetonka City Manager Recruitment update

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The City Council engaged GovHR USA to conduct the recruitment for the next City Manager of Minnetonka and I have been the consultant for the city.

GovHR USA conducted a national recruitment for candidates. The city received 47 applicants from 20 states, Washington D.C. and one international applicant. Eighteen (18) applicants were from Minnesota. I subsequently identified 11 applicants for additional review. GovHR also conducted initial reference checks and media checks on the candidates.

On Monday, May 9<sup>th</sup>, I will be present to review my interviews with the candidates and facilitate the mayor and council's selection of candidates for interviews, ideally 3 to 5 candidates. We have currently set aside May 19 and 20<sup>th</sup> for initial interviews and June 2 and 3 for potential second interviews.

Council may choose to involve department directors and/or community members in the interview process. Both are common in recruitments. Depending on the number of candidates selected by the council on May 9<sup>th</sup>, the council may wish to conduct the initial interviews with the intent to narrow a larger pool of candidates (4 to 6) to a smaller group (2 to 3) before engaging department directors and/or community members in the interview process.

If the council wishes to engage community members, I recommend a panel be utilized versus a public meet and greet and/or community forum. A suggestion of how members may be identified is below. Department Directors are also listed below.

The panels would not be asked to rank candidates. Panelists would provide feedback on candidate in the form of: 1) strengths and contributions and 2) opportunities for growth or areas candidate would need support. The panels would have prepared questions and panels would be facilitated by the HR Manager and me. I will also assist council in facilitating its interviews with candidates. The Mayor and Council must conduct interviews in open session.

Options from Community and Department Director Panels:

A - Community Representatives: 9 to 10

- 1) Superintendents – 1 representative from each public school district in Minnetonka (3)
- 2) Faith community – 2 representatives
- 3) Business community – 2 representatives
- 4) City boards and commissions – how many reps?
  - a. Planning Commission

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- b. EDAC
- c. Park Board
- d. Sustainability Commission
- e. Other?

B – Department Directors: 8

- 1) Police chief
- 2) Fire chief
- 3) Finance director
- 4) Community Development director
- 5) Acting Assistant City manager
- 6) Public Works director
- 7) Recreation director
- 8) City Attorney

**Options for conducting the interviews:**

Option #1:

City Council interviews semi-finalists (4 to 6 candidates) currently with Group A and Group B on May 19 and 20 concurrently with City council. Council conducts a second interview with finalists (2 to 3) on June 2 and/or June 3<sup>rd</sup>. City Council makes final selection in June.

Option #2:

City Council conducts initial interview for semi-finalists (4 to 6) candidates on May 19 and 20<sup>th</sup> and narrows the selection to two to three finalists. Group A and Group B interview finalists on June 2 and 3 concurrently with the City Council. City Council makes final selection.

Option #3:

City Council interviews two to three candidates on May 19<sup>th</sup> and 20<sup>th</sup> concurrently with Group A and B on May 19<sup>th</sup> and 20<sup>th</sup> and selects final candidate and/or conducts a second interview as deemed necessary by the City Council.

**In Summary:**

The options above are presented for the purposes of discussion on Monday, May 9<sup>th</sup>. The council may choose to adjust the process as necessary based on its discussion as well as their review of the 11 candidates to be presented.