



# Board Meeting Agenda

## SPECIAL CITY COUNCIL MEETING

CITY OF NEW PRAGUE

118 CENTRAL AVE. N.

Tuesday, March 23, 2021

5:00 P.M. (Can log in as early as 4:45 P.M.)

*(No On-Site Meeting – To be held via Electronic or Telephone)*

Conducted via GoToMeeting due to the COVID-19 Pandemic which is preventing attendance at the regular meeting location.

### LOG IN INFORMATION FOR CITY COUNCILMEMBERS, STAFF AND MEMBERS OF THE PUBLIC:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/749499677>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: [749-499-677](tel:749499677)

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/749499677>

Call Business Meeting to Order - Pledge of Allegiance

### APPROVE AGENDA:

1. Conduct Interviews with Executive Recruitment Firms for City Administrator Position:
  - A. 5:00 p.m. – 5:30 p.m. (Baker Tilly US, LLP) – Patty Heminover
  - B. 5:30 p.m. – 6:00 p.m. (The Mercer Group, Inc.) – Jim Miller
  - C. 6:00 p.m. – 6:30 p.m. (David Drown Associates) – Liza Donabauer
2. Review, Discussion and Selection of Executive Recruitment Firm:
  - A. Authorization to Enter into an Agreement
3. Adjourn

### MEETINGS:

March 23	6:30 P.M. Golf Board
March 24	6:30 P.M. Planning Commission
March 29	3:30 P.M. Utilities Commission
April 5	6:00 P.M. City Council
April 13	6:00 P.M. Park Board
April 14	7:30 A.M. EDA Board

PLEASE BRING YOUR  
FOLDER ON THE EXECUTIVE  
RECRUITMENT FIRMS  
FROM THE MARCH 15, 2021  
CITY COUNCIL MEETING TO  
TUESDAY'S  
MEETING ON MARCH 23, 2021  
@ 5:00PM

**QUESTIONS FOR  
EXECUTIVE RECRUITMENT FIRMS  
March 23, 2021**

**(30-minute interview)**

1. Please introduce yourself or the person who will be in charge of the recruitment process for the City of New Prague.
2. Provide a brief overview of your firm's approach to the recruitment process for our City Administrator position.
3. How or why is your recruitment process different than the other recruitment firms?
4. What type of testing do you plan to use with potential applicants/candidates for the City Administrator position and how does this benefit the City/City Council?
5. How do you develop or assist the City Council in establishing the salary range and benefits for the City Administrator position?
6. Explain the timeframe you anticipate following for this search process and how close will you come to having someone on board by August 20<sup>th</sup>?
7. Touch on your recent MN City/County recruitment searches and what should the City Council expect in today's market for our City Administrator search?
8. What challenges or issues will have to be addressed to comply with the Open Meeting Law (MN Chapter 13D) and the Personnel Data (MN Chapter 13.43) in this search/recruitment process?
9. Q & A with City Council