

**WAYZATA CITY COUNCIL
MEETING MINUTES
October 5, 2015**

AGENDA ITEM 1. Call to Order; Agenda; Members Present.

Mayor Willcox called the meeting to order at 5:30 PM in the Wayzata City Hall Conference Room, pursuant to Minn. Stat. Sec. 13D.04, subd. 3, noting the meeting had been called to discuss the City's options and procedure should the City Manager be offered and accept a potential offer of employment from the City of Maple Grove, and resign her position with the City of Wayzata. Council Members present: Anderson, McCarthy, Mullin and Tyacke. Also present: City Attorney Schelzel and Management/Planning Intern Peters.

AGENDA ITEM 2. Potential Transition of City Manager.

Mayor Willcox shared his impressions about the City Manager's potential offer of employment from the City of Maple Grove, and how the City Manager was one of three finalists for the position and a very strong candidate. He shared that Maple Grove was scheduled to make its decision within another week or two, and that the City Manager only needed to give Wayzata a 45 day advance notice of resignation under her contract with the City.

The Council discussed what if anything it could and should do to persuade the City Manager to stay, with the consensus being that this was a potential career move for her, and Wayzata was not in the position to match the tangibles and intangibles of any offer from Maple Grove.

Mayor Willcox turned the discussion to how a transition process might work, and asked Council members for their thoughts on whether a search firm should be engaged to identify potential candidates for a new City Manager, and whether an interim manager should be hired to bridge the transition.

Mayor Willcox, Council Member Mullin and Council Member Anderson shared their experiences and impressions with the process the City went through for the last city manager transition, including the pros and cons offered by the two firms the City considered for the process.

Mayor Willcox noted the positive aspects of hiring a firm that was process heavy and took the time to make sure the candidates were a good fit.

Council Member Anderson noted that some of the experiences with the firm engaged for the last transition were not all positive, and involved situations and questions that were too personal.

Mayor Willcox noted one of the advantages of hiring a recruiter is that the search can be confidential, and that results in a wider pool of candidates.

Council Member McCarthy noted that using a recruiter would take some of the workload off of Council and staff, and help get the word out to a wider audience.

Council Member Anderson asked about the costs associated with hiring a recruiter.

Council Member McCarthy noted that any recruiter would need to spend time with Council to understand the type of candidate appropriate for the City and the guidelines for the process.

Council Member Tyacke noted that the timeline on any transition is a concern because of all the significant City projects that are in process. He also suggested asking the City Manager for

1 recommendations, given her connections in the field and a likely desire to help pick her
2 successor.

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4 Council Member Mullin noted that the City had a large pool of candidates with the last city
5 manager transition, and that the City should have a timeline and general parameters for the
6 process in place.

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8 Mayor Willcox noted that city managers are a tight group of professionals that know each other
9 and have a good network. Headhunters are also well connected to this network.

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11 Council Member Anderson noted that Wayzata is a stepping stone city for many city managers in
12 their career, and the City should be prepared to go through this process every 5-7 years. She
13 stated the process should be outlined for future councils and should involve citizen input, given
14 the size and nature of the community.

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16 Council Member Tyacke agreed that citizen input was important and should be a part of the
17 process.

18
19 Council Member McCarthy asked if grooming of any City staff for potential city manager takes
20 place, and Mayor Willcox noted that former City Planner Gadow had been Assistant City
21 Manager.

22
23 Council Member Tyacke asked about the City Manager's contract, and whether a longer term
24 contract could be negotiated in the future.

25
26 City Attorney Schelzel reviewed the term and 45 day notice of termination provision of the City
27 Manager's contract and noted that the City could consider a longer notice period and a longer
28 term with a future city manager contract.

29
30 Council Member Mullin asked whether the search process should also include other key staff
31 positions that will likely need to be filled within the next few years.

32
33 Mayor Willcox summarized the consensus of Council to engage the current City Manager for her
34 input but that the Council would likely engage a search firm to assist with the process.

35
36 Mayor Willcox asked the Council for views on hiring an interim city manager to bridge the
37 transition to a new city manager.

38
39 The Council discussed the pros and cons of looking internally and externally for an interim city
40 manager.

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42 Council Member Tyacke noted that any interim position would be challenging, particularly with
43 developers, given the temporary nature of the job.

44
45 Council Member McCarthy noted that there were likely firms and other resources that might be
46 helpful in finding an interim manager.

47
48 Mayor Willcox summarized the discussion that the City could probably not offer the City
49 Manager anything to persuade her to remain with the City if she received an offer from Maple
50 Grove; that the City Manager should be consulted and a search firm should probably be engaged
51 to assist in any recruitment and hiring of a new city manager; and that an interim manager from

1 the outside will probably need to be engaged if the process will take longer than the City Manager
2 remains in her position at Wayzata.

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4 **AGENDA ITEM 10. Adjournment.**

5 There being no further business, Mr. Willcox adjourned the meeting at 6:10 p.m.

6
7 Respectfully submitted,

8
9 *Becky Malone 10/20/2015*

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11 Becky Malone
12 Deputy City Clerk

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14 Drafted by Wayzata City Attorney Schelzel