

MEMORANDUM

TO: City Council

FROM: Gregory E. Buckley  
City Manager



DATE: April 25, 2025

SUBJECT: Next Steps in City Manager Recruitment and Selection Process

At Monday's meeting, Scott Stechmesser will provide an update from the City Manager Recruitment and Selection Committee regarding the next steps in the recruitment and selection Process. This memo is meant to provide some background information for that discussion.

Here is the schedule for upcoming meetings of the Recruitment and Selection Committee, and full City Council, as the process proceeds. All Council members are, of course, welcome to attend any meetings of the committee.

**Thursday, May 8, 3:00 PM** Selection Committee meeting, including closed session in person with Kevin Brunner of Public Administration Associates (PAA) for review of applications, identification of semifinalists who will be invited to advance to the next phase of the process. Will also review calendar and activities for the balance of the process. Date and time work for all committee members except Adam, who is OK with missing this meeting.

Committee to provide status report to full City Council at the Council's May 19 meeting.

**Wednesday, May 21, 6:00 PM** Selection Committee meeting, including closed session in person with Kevin Brunner of PAA for further review of semifinalists, including presentation of PAA's preliminary background reports and viewing of semifinalist video responses to screening questions. Identify finalist candidates who will be invited to Two Rivers for assessment center on May 29-30. Date and time work for all committee members except Bonnie, who is OK with missing this meeting.

Sometime after this meeting and prior to the finalists traveling to Two Rivers, there would be a press release issued, identifying each of the finalists. Suggest this happen at the May 27 City Council work session.

**Thursday and Friday, May 29-30 Finalist Candidates visit Two Rivers** Thursday to include community tours, meetings with department heads and tours of City departments, plus an evening community reception at the Community House gym (reserved 5:00 to 9:00 PM).

PAA will provide more details, but Thursday evening reception would include candidates introducing themselves to the group and then circulating among small groups set up in each

corner of the gym, with 1-2 Council members included in each small group. Members of the public in attendance would be given forms on which they could share their impressions of the candidates--citizen comments to be reviewed and summarized by PAA reps (Kevin Brunner and Darrel Hofland), to share with the Council on Friday (same for department head and current City Manager's feedback). Reception will be publicized in the community and posted as a special City Council meeting.

Friday: assessment center starting in the morning, with full City Council in closed session with candidates and PAA reps, followed by review and ranking of candidates to identify top candidate(s). Posted as a special City Council meeting.

NOTE: There are rooms reserved on Thursday and Friday nights for finalists and their guests at Cobblestone. We can adjust reservations when we know more about the finalists and their lodging needs.