



**Watertown City Council**  
**Work Session**  
**July 27, 2021**  
**5:30 p.m.**

Mayor Steve Washburn  
Lindsay Guetzkow  
Adam Pawelk  
Michael Walters  
Dan Schuette

1. Call To Order And Roll Call
2. New Business
  - 2.I. Discussion On Selection Of Finalists For The City Administrator Position

Documents:

[WORKSESSION MEMO 7.27.21.DOCX](#)

3. Adjournment

**309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388**



To: Honorable Mayor & City Council  
From: Jeff O'Neill, Interim City Administrator  
Date: July 27, 2021  
Re: Discussion on selection of Finalists for the City Administrator Position - Pay Equity/Market Study Work Session Deferred to 8/10

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At a previous meeting Council was informed that the work session might start an hour earlier to accommodate 3 topics of discussion. Instead, the work session is going to start at its regular time for discussing selection of finalists for the City Administrator position.

As you know, Liza Donabauer will walk the Council through the process of selecting its finalists for interviews. She has forwarded information to the Council on each of the semi-finalists in addition to a rating worksheet. Please review the information prior to the workshop as she will ask each Council Member to individually provide their selections.

Based on my recent experience in Monticello, the process is very straight forward with candidates selected based on ranked score. Although there is likely to be a few questions and opportunity for discussion regarding the candidates, the process of identifying candidates for interview will not likely take more than a half an hour. Most of the discussion will pertain to setting the number of finalists along with discussion on the format of the interview process. Liza will do a good job of providing you with ideas for structuring your interview process.

Names of candidates are not to be discussed during the meeting as only the names of finalists become public.

If there is extra time at the end of the discussion, there are several topics or updates bubbling around that could be discussed.

Discussion of the Pay Equity/Market Study analysis originally scheduled for 7/27 has been moved to the 8/10 work session. Although significant progress has been made on this project, it has not been finalized and fully vetted. Additionally, the preliminary budget discussion has been moved to 8/10 which provides the City with ample time to review and develop in time for adoption of the preliminary levy. I have reviewed the 2022 budget effort completed by Lynn and staff to date and feel it is in very good order. It also makes sense to review the Pay Equity/Market study and the preliminary budget at the same meeting as the two are interrelated.