

**CITY OF DUBUQUE, IOWA
CITY COUNCIL PROCEEDINGS
SPECIAL SESSION**

The Dubuque City Council met in special session at 5:15 p.m. on August 18, 2026, in the second-floor Council Chambers of the Historic Federal Building, 350 W. 6th Street.

Present: Mayor Cavanagh; Council Members Leyendecker, Resnick, Roussell, Sprank, Staver, Wethal; City Manager Van Milligen (attended virtually), City Attorney Brumwell.

Mayor Cavanagh read the call and stated this is a special session of the City Council called for the purpose of discussing the process for the City Manager Executive Recruitment RFP Submissions.

**SPECIAL SESSION
City Manager Executive Recruitment RFP Submissions**

Motion by Resnick to receive and file the documents and to engage in discussion regarding the City Council's approach to evaluating and vetting an executive recruitment firm for the Request for Proposals (RFP) for City Manager Executive Recruitment Services. Seconded by Sprank. City Council Members affirmed their desire to participate collectively in the evaluation of responses to the RFP and identified several key criteria they consider important in the review process. Van Milligen stated that although his final working day is planned for May 28, 2027, he is willing to extend his service if needed. Talent Acquisition Manager Kristen Dietz and Brumwell provided an overview of the Human Resources Department's standard candidate evaluation procedures. Dietz indicated she will prepare a formal evaluation matrix for Council use. Brumwell confirmed that, because the full City Council will be participating in the evaluation process, meeting agendas will be posted in accordance with Iowa Code Chapter 21. Council Members agreed that Mondays outside of regular City Council meetings are generally workable for scheduling additional sessions. They consented to being polled by the City Manager's Office regarding their specific availability for the next meeting and subsequent meetings. Motion carried 7-0.

ADJOURNMENT

There being no further business, Mayor Cavanagh declared the meeting adjourned at 5:59 p.m.

/s/Adrienne N. Breittfelder, CMC
City Clerk