

**APPROVED MINUTES
SPECIAL COUNCIL MEETING
CITY OF EAST GRAND FORKS
AUGUST 5, 2013
12:00 P.M.**

CALL TO ORDER:

The Special Meeting of the East Grand Forks City Council for August 5, 2013 was called to order by Council President Craig Buckalew at 12:03 P.M.

CALL OF ROLL:

On a Call of Roll the following members of the East Grand Forks City Council were present: Mayor Lynn Stauss, Council President Craig Buckalew, Council Members Clarence Vetter, Ron Vonasek, Mark Olstad, and Chad Grassel. Council member Tweten arrived at 12:20 pm.

Karl Lindquist, Interim City Administrator; and Megan Nelson, Executive Assistant.

DISCUSSION OF CANDIDATES:

Council President Buckalew stated the purpose of this meeting was to discuss possible candidates for the City Administrator position and set up a time frame for interviews. He then opened the discussion to the council.

Mr. Lindquist said there were five good candidates available to the council and asked if the council was going to interview them all. Council member Leigh stated he liked candidate number four since this person had showed commitment with years of service to one area. Council member Grassel said that yes it shows commitment but it doesn't mean this person will stay with East Grand Forks for the same amount of time. Discussion followed on the length of time each candidate had been at their position, the reasoning for them leaving their position, and what might draw them to East Grand Forks.

Mayor Stauss asked the council what they thought about a candidate who did not have as much experience. Council member Vetter said there are too many things like the City's waste water issue to deal with to have someone coming in without much if any experience. Council member Olstad mentioned the experience levels of the candidates when it came to supervising and finances and spoke about how he would rank the candidates.

Discussion then turned to how the interviews were conducted the last time the City had hired a City Administrator. Council member Leigh explained how the council split up in twos for interviews and once those were complete the candidates would then give a presentation to the council as a whole. Council President Buckalew said this process had worked well with a meet and greet the day before the interviews. Discussion followed about if the department heads should be involved in the process and how many days this process will take. Then the council made a conference call to Ms. Sharon Klumpp from Springsted.

Council member Leigh greeted her on the phone and opened the discussion of the candidates. Ms. Klumpp stated she was ready to answer any questions the council had regarding the candidates. Mr. Lindquist asked about the circumstances about one of the candidates and Ms. Klumpp informed the council how personnel changes had made some differences. Mr. Lindquist then asked about a comment Ms. Klumpp had made regarding candidate number one. Ms. Klumpp explained her comments and elaborated on communication with this candidate. She then went on and elaborated on her communications she has had with two other candidates. Discussion followed about experience level again regarding supervising, being active within the community, and how whoever gets hired for this position needs to be able to work with a variety of people within the City as well as other levels of government.

The council then discussed the strengths of the candidates with Ms. Klumpp. The council then decided to invite four of the five candidates to come to East Grand Forks for interviews. Mr. Lindquist then asked what the process will be for interviewing. Ms. Klumpp looked up what the City had done as a process before which included a tour and reception which were followed by interviews the following day. Mayor Stauss said he liked the idea of the department heads being a part of the interview process. Council member Vetter added that the department heads could meet with the candidates and afterwards give the council their impression of the candidates since they will be working directly with the candidate who will be offered the job as City Administrator. Discussion followed on how the tour will be given, suggestions on who should be giving the tour, when the meet and greet will take place, and the tentative schedule for interviews the next day. It was also suggested to invite the spouses of the candidates to come and join the tour as well as the meet and greet. Mr. Lindquist stated how the council would like to have the candidates come in on August 21st for the tour along with the meet and greet and then interview on August 22nd. Ms. Klumpp said she would inform the candidates of this and if something needed to change she would notify the City. The council thanked Ms. Klumpp and the conference call ended.

Council President Buckalew moved to adjourn and asked all in favor to say aye and those opposed to say nay.

Voting Aye: Grassel, Vetter, Vonasek, Buckalew, Tweten, Olstad, and Leigh.

Voting Nay: None.

Meeting was adjourned at 1:35 pm.

Karl Lindquist, Interim City Administrator