

**NISSWA CITY COUNCIL
JUNE 28, 2017**

The special meeting of the Nisswa City Council was held Wednesday, June 28, 2017 at 7:00 pm at City Hall.

Members Present: Heidmann, Jacobson, Krautkremer, Ryan

Members Absent: Johnson

Also Present: Gary Weiers, Dan Vogt

CITY ADMINISTRATOR/CLERK INTERVIEW PROCESS

Mayor Heidmann stated that the purpose of the meeting is to discuss the recruitment and interview process for the new City Administrator/Clerk position for the City. He then turned the meeting over to Gary Weiers of David Drown and Associates whose services have been retained to handle the search process.

Mr. Weiers reported that there were 89 applicants for the position who applied by the June 8th deadline. He went on to report that out of the 89, the list was narrowed down to 10 qualified applicants. It was noted that a few of the applicants who ranked highly withdrew for various reasons and that some additional applicants were added after the initial screening process. The names, resumes and a brief video interview of the 10 applicants were previously sent to each of the elected officials who were asked to rank the candidates. Mr. Weiers noted that since this is a public meeting and the names of the candidates are not yet public, he asked that each elected official give the number assigned to the candidate for their top 3 selections for interviews. After the top 3 applicants for each elected official were determined, it was asked if there was a 4th choice that might be considered. It was found that each elected official had the same choice for the 4th interviewee.

As a result of the process to name 4 candidates for the position, it was a consensus of the Council to interview candidates whose number is 4, 5, 9 and 10. (Note that candidate number 5 subsequently withdrew from consideration.)

Mr. Weiers then reviewed a tentative interview process including a chance for Department Heads to “interview” candidates as well as a community panel. Each elected official was asked to give the name of an individual for the community panel. The names included Mark Ronnei of Grand View Lodge, Chamber President Shawn Hansen, Nisswa Elementary Principal Molly Raske and Planning Commission Chair Tom Groen.

Discussion then took place regarding the interview process scheduled for July 17th. It was the consensus of the Council that the Department Head and Community Panel would start the day and that Council interviews would occur mid-day, with lunch in between Council interviews, and ending the process with possible follow-up interviews with each individual elected official and candidate. Deliberations to select a candidate will follow the interview process late in the day. It was the consensus of the Council to accept the tentative schedule as outlined.

Motion by Jacobson, seconded by Krautkremer to adjourn the meeting Carried unanimously.
(7:45 PM)

Fred Heidmann, Mayor

Daniel J. Vogt, Interim City Administrator