

PROCEEDINGS OF THE MOUNDS VIEW CITY COUNCIL  
CITY OF MOUNDS VIEW  
RAMSEY COUNTY, MINNESOTA

**APPROVED**

Regular Meeting  
November 27, 2017  
Mounds View City Hall  
2401 County Road 10, Mounds View, MN 55112  
6:01 P.M.

- 
1. **MEETING IS CALLED TO ORDER**
  2. **PLEDGE OF ALLEGIANCE**
  3. **ROLL CALL:** Bergeron, Gunn, Hull, Meehlhause, Mueller  
  
**NOT PRESENT:** None.
  4. **APPROVAL OF AGENDA**
    - A. **Monday, November 27, 2017, City Council Agenda.**

MOTION/SECOND: Gunn/Hull. To Approve the Monday, November 27, 2017, agenda as presented.

Ayes – 5

Nays – 0

Motion carried.

5. **APPROVAL OF MINUTES**
  - A. **November 13, 2017, City Council Meeting Minutes.**

Council Member Hull requested a correction on Page 5, Line 42 stating Sysco was spelled incorrectly.

Council Member Meehlhause requested a correction on Page 1, Line 43 requesting Ramsey County Commissioner be added before Mary Jo McGuire.

Council Member Meehlhause requested a correction on Page 3, Line 4 stating the line should read a realistic plan.

Council Member Meehlhause requested a correction on Page 5, Line 37 removing the word had.

Council Member Meehlhause requested a correction on Page 5, Line 42 removing the word the.

Council Member Meehlhause requested a correction on Page 6, Line 13 deleting the word for.

Council Member Meehlhause requested a correction on Page 8, Line 41 removing the words at and County.

Mayor Mueller requested a correction on Page 8, Line 23 it should be noted Councilmember Bergeron attended this event and not the Mayor.

Mayor Mueller requested a correction on Page 9, Line 1 changing addressed to resolved.

Mayor Mueller requested a correction on Page 9, Line 11 stating this line should read: updated the Council on the Crossroad Pointe development.

Mayor Mueller requested a correction on Page 9, Line 44 adding the following sentence after the word year: The food shelf has a donor matching up to \$15,000 for cash and check donations through December 31, 2017.

MOTION/SECOND: Gunn/Meehlhause. To Approve the November 13, 2017, City Council meeting minutes as corrected.

Ayes – 5

Nays – 0

Motion carried.

## **6. CONSENT AGENDA**

Council Member Meehlhause asked to remove Item 6E.

- A. Just and Correct Claims.**
- B. Resolution 8860, Approving a Cost of Living Adjustment, Insurance Contribution, and Insurance Opt-Out Payment for Non-Union Employees.**
- C. Resolution 8861, Authorizing Severance for Jennifer Fulton, Police Support Specialist.**
- D. Resolution 8862, Adopting the Position Description for the Human Resources Coordinator Position.**
- E. ~~Resolution 8863, Approving the Recording Secretary Service Agreement Amendment with TimeSaver Off-Site Secretarial, Inc.~~**
- F. Resolution 8865, Electing to Retain the Statutory Tort Limit on Liability for the 2018 Insurance Policies.**

MOTION/SECOND: Meehlhause/Hull. To Approve the Consent Agenda as amended removing Item 6E.

Ayes – 5

Nays – 0

Motion carried.

- E. Resolution 8863, Approving the Recording Secretary Service Agreement Amendment with TimeSaver Off-Site Secretarial, Inc.**

Council Member Meehlhause stated he was surprised to see the minutes required changes each

month given the fact a professional service was hired to provide minutes.

Mayor Mueller encouraged Interim City Administrator Zikmund to reach out to TimeSaver Off-Site Secretarial regarding this concern.

**MOTION/SECOND:** Meehlhause/Bergeron. To Waive the Reading and Adopt Resolution 8863, Approving the Recording Secretary Service Agreement Amendment with TimeSaver Off-Site Secretarial, Inc.

Ayes – 5

Nays – 0

Motion carried.

## **7. PUBLIC COMMENT**

Robin Howard, Social Worker at Pinewood Elementary School, discussed two items with the Council. She stated she was hosting a dinner discussion at the Mounds View Community Center for Pinewood Elementary families on Thursday, December 7<sup>th</sup>. She invited the City Council to attend and participate in this event. She commented on the Pinewood Learning Support and Family Welcome Center and described the mission for this group. She asked if the City Council would be interested in being a part of the welcome package being offered by the welcome center.

Mayor Mueller encouraged Ms. Howard to speak with Interim City Administrator Zikmund regarding the welcome package situation. She encouraged Ms. Howard to reach out to the Ramsey County Library as well.

## **8. SPECIAL ORDER OF BUSINESS**

None.

## **9. COUNCIL BUSINESS**

### **A. 6:05 p.m. Public Hearing: to Consider a Street Reconstruction Project located in the Business Park North to be Assessed Pursuant to Chapter 8 of the City Charter.**

Public Works Director Peterson requested the Council consider a street reconstruction project located in the Business Park North which would be assessed pursuant to Chapter 8 of the City Charter. He discussed the findings from the recent soil borings and noted these roadways were constructed originally in 1974. He reviewed the recommendations for the reconstruction project and explained the majority of the curbing would remain intact. Staff reported this project would be paid for through City funds and assessments. Further discussion ensued regarding the project timeline.

Mayor Mueller requested staff describe the project area in further detail for the public. Public Works Director reviewed the roadways included within the proposed improvement project.

Mayor Mueller opened the public hearing at 6:26 p.m.

Jason Studer, 2135 Program Avenue, explained he owned 35W Auto Repair and Car Wash. He expressed concern with how his business would be impacted by the proposed improvement project. He feared that vehicles would not be able to drive through this area to wash their cars, which would hurt his business.

Del Pawlecheck, Multi-Tech Systems, expressed concern with how traffic would flow to and from his business. He asked how and when the final assessment amount would be set.

Mayor Mueller explained after the project was approved and completed the final costs would be set during an assessment hearing. She reported the assessment hearing was projected to be held in October of 2018. She noted these assessments would be for 10 years and would have 5.5% interest rate.

Hearing no further public input, Mayor Mueller closed the public hearing at 6:32 p.m.

Council Member Meehlhause requested further information on how this project would be completed. Public Works Director Peterson explained the proposed streets would never be completely shut down. He indicated this would be a very fast project and curb repair/work would be completed first. He anticipated that once the asphalt was out and the street was regraded, it would only be a matter of a week or two before the pavement was back in place. He reported this project area did not include extensive sanitary sewer repairs.

Council Member Meehlhause asked if the project would be completed in phases. Public Works Director Peterson stated the project would be done in several phases.

Council Member Hull questioned if staff could work with Mr. Studer in order to address his access concerns. Public Works Director Peterson stated he would be in contact with Stantec and Mr. Studer.

Mayor Mueller inquired where storm sewer improvements would be made within this project. Public Works Director Peterson discussed the improvements that would be made to the storm sewer system within the project area.

Council Member Meehlhause asked if Council action was required at this meeting. Public Works Director Peterson explained the only action required was for the Council to hold the Public Hearing.

Council Member Meehlhause encouraged the business owners in attendance to contact business owners along Mustang Drive. He explained these business owners were very pleased to have new streets and provided a great deal of positive feedback to the City on how this project was completed. He stated he was happy to see these roadways being completed as they were not part of the City-wide street reconstruction plan.

Mayor Mueller requested the proposal or RFP include a clause that the roadways may not remain

open for more than 30 days.

Council Member Bergeron questioned when Quincy between County Road I and County Road H2 would be completed. Public Works Director Peterson stated this roadway was slated for work in 2020.

**B. Resolution 8852, a Resolution to Consider and Approve the 2018 Fee Schedule.**

Interim City Administrator Zikmund recommended the Council approve the 2018 fee schedule. He reported staff has been working on the fee for the theater on-sale intoxicating liquor license and noted only modest adjustments were made to all other proposed fees. Staff provided further comment on the fee schedule and recommended approval.

Mayor Mueller reviewed the proposed fees for the on-sale intoxicating liquor license.

Council Member Bergeron stated he understood softball field charges had increased and this was done to keep Mounds View in line with neighboring communities. He asked if these increases would impact field usage. Interim City Administrator Zikmund deferred this question to Public Works Director Peterson. Public Works Director Peterson stated the YMCA is not anticipating any change in the field usage.

MOTION/SECOND: Gunn/Mueller. To Waive the Reading and Adopt Resolution 8852, a Resolution to Consider and Approve the 2018 Fee Schedule.

Ayes – 5

Nays – 0

Motion carried.

**C. Resolution 8854A, Accepting Improvements and Approve Final Payment for CSAH Trail Segment 6 & 11.**

Public Works Director Peterson requested the Council accept the improvements and approve final payment for CSAH trail segments 6 and 11. He reported this project started in 2015 and provided valuable connections within the City's trail system. He explained the trail work included lighting and landscaping. He reviewed the expense for the project, noting it came in \$27,000 under budget. Staff recommended the Council accept the improvements and approve of the final payment.

Mayor Mueller asked if the new trail segment has had any impact on the north side of Mounds View Boulevard at Groveland Road. Public Works Director Peterson stated he was unaware of this situation, but stated he would investigate this further.

MOTION/SECOND: Mueller/Meehlhause. To Waive the Reading and Adopt Resolution 8854, Accepting Improvements and Approve Final Payment for CSAH Trail Segment 6 & 11.

Council Member Bergeron stated he appreciated the fact these trail segments were now complete

and that they came in under budget.

Ayes – 5

Nays – 0

Motion carried.

**D. Resolution 8855, Accepting Improvements and Approve Final Payment for Silver View Trail Rehabilitation.**

Public Works Director Peterson requested the Council accept improvements and approve final payment for the Silver View Trail Rehabilitation. He explained this project started in 2014 when design services were ordered. He stated in 2015, the City moved the project forward and ran into problems with several easements, which delayed the project one year. He reported the project was completed in the fall of 2016 and 5% of the project was held by the City until the final punch list items were completed. He indicated this project came in \$50,500 under budget. Staff recommended the Council accept the improvements and approve the final payment.

Mayor Mueller thanked City Attorney Riggs, Public Works Director Peterson, City Administrator Ericson, and Interim City Administrator Zikmund for working so diligently on the easement issues in order to complete this trail segment.

MOTION/SECOND: Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 8855, Accepting Improvements and Approve Final Payment for Silver View Trail Rehabilitation.

Council Member Meehlhause stated residents were very pleased with how this trail turned out. He thanked former Public Works Director Erickson for his assistance on this project.

Ayes – 5

Nays – 0

Motion carried.

**E. Resolution 8859A, Approving the Hire of Nicholas Henly as Building Official.**

City Planner/Supervisor Sevald requested the Council approve the hire of Nicholas Henly as the City's Building Official. He reported the City has had a vacancy in this position since late September. The City has been contracting these services in the interim. He commented on the hiring process and noted the City had seven applicants apply for this position. After completing interviews, staff recommended the hire of Nicholas Henly. He also recommended this position be changed from non-exempt to exempt.

Council Member Gunn asked why staff was recommending a change to the exempt status. City Planner/Supervisor Sevald explained this change would remove the hourly rate and allow the building official to work more than 40 hours per week if a storm situation were to arise. Interim City Administrator Zikmund reported the newly approved job description points to this position being exempt.

Mayor Mueller questioned when Mr. Henly would be starting with the City. City Planner/Supervisor Sevald stated Mr. Henly would begin working for Mounds View on January

2, 2018.

MOTION/SECOND: Gunn/Mueller. To Waive the Reading and Adopt Resolution 8859, Approving the Hire of Nicholas Henly as Building Official.

Ayes – 5

Nays – 0

Motion carried.

**F. Resolution 8864, Approving Fred Kolkman Tennis & Sport Surfaces, Inc. to prepare plans and specifications for total reconstruction of the tennis courts at Greenfield and Groveland Parks.**

Public Works Director Peterson requested the Council approve Fred Kolkman Tennis and Sports Surfaces to prepare plans and specifications for the total reconstruction of the tennis courts at Greenfield and Groveland Parks. He explained these tennis courts were beyond their useful life and were in need of reconstruction. He reported the Park and Recreation Commission has recommended both of these parks should have one basketball court and one tennis court. It was noted the project cost would be covered by the Park Dedication Fund.

Council Member Bergeron asked if the lighting would be adjusted at these facilities. Public Works Director Peterson stated the lighting would remain in place and the courts would be centered within the existing lighting.

Council Member Meehlhause questioned how much this project would cost. Public Works Director Peterson anticipated the project would cost several hundred thousand dollars per tennis court. He explained he would be reporting back to the Park and Recreation Commission after staff receives plans and specifications from Fred Kolkman Tennis and Sports Surfaces.

MOTION/SECOND: Hull/Meehlhause. To Waive the Reading and Adopt Resolution 8864, Approving Fred Kolkman Tennis & Sport Surfaces, Inc. to prepare plans and specifications for total reconstruction of the tennis courts at Greenfield and Groveland Parks.

Ayes – 5

Nays – 0

Motion carried.

**10. REPORTS**

**A. Reports of Mayor and Council.**

Council Member Meehlhause reported he attended a Twin Cities Gateway meeting last week. He noted the visitor's bureau continues to remain solid and was pleased to report tax collection for the fourth quarter was strong. He provided further comment on hotel taxes collected between 2016 to 2017.

Mayor Mueller commented on a recent magazine that highlighted the Twin Cities Gateway organization, but more importantly focused on the Mermaid and the Mounds View Event Center. She stated she was proud that both of these facilities were featured in this well-known Twin Cities Business magazine.

Council Member Meehlhause stated he would be attending the Metro City/League of Minnesota Cities meeting on Wednesday, November 29<sup>th</sup>. He reported he had an NYFS Executive Committee meeting on Thursday, November 30<sup>th</sup>.

Council Member Meehlhause encouraged the community to attend the Lions Breakfast with Santa on Sunday, December 3<sup>rd</sup> from 9:00 a.m. to 1:00 p.m. at Edgewood Middle School. He noted Cookies with Santa would be held at the Mounds View Community Center on Saturday, December 2<sup>nd</sup> from 10:00 a.m. to 12:00 p.m.

Council Member Meehlhause stated the next YMCA Advisory Committee meeting would be on Monday, December 4<sup>th</sup>.

Council Member Meehlhause reported on Saturday, December 2<sup>nd</sup> long-time Mounds View Resident Don “Mr. Mounds View” Hodges would be celebrating his 90<sup>th</sup> birthday. He provided further comment on the large number of activities that Mr. Hodges participated in and wished Don a very Happy Birthday. A round of applause was offered by all in attendance.

Council Member Bergeron wished Don Hodges a Happy Birthday as well and agreed he was “Mr. Mounds View”.

Council Member Bergeron requested the Council consider supporting a Resolution that would allow students to participate and serve on the City’s commissions during their junior or senior year. He believed it would greatly benefit the City to allow students to serve in this capacity.

Mayor Mueller asked if the Council supported discussing this further on Monday, January 2<sup>nd</sup> at their worksession meeting. The Council supported this recommendation.

Council Member Meehlhause stated this was a great way to get youth interested in governmental service.

Council Member Gunn reported the I-35W Coalition met recently and the group discussed why fees were still being collected. She explained there was a need to collect dues to address Phase II of the upcoming project.

Mayor Mueller provided the Council with a chart she received at a recent meeting on parliamentary procedures.

Mayor Mueller thanked all Mounds View residents who had holiday lights on display and those performing acts of goodwill, which included a donation to the Ralph Reeder Food Shelf. She explained all donations made through December 31, 2017 would have a match from a generous donor up to \$15,000.

Mayor Mueller wished Finance Director Beer a Happy Birthday.



Mayor Mueller stated on Tuesday, November 28<sup>th</sup> the 60<sup>th</sup> Anniversary Committee would be meeting at City Hall at 7:00 p.m. Those interested in helping with this event were encouraged to attend.

Mayor Mueller reported she would be attending the Metro County/League of Minnesota Cities meeting on Wednesday, November 29<sup>th</sup> at 10:30 a.m. The sessions planned for this event were reviewed in further detail.

Mayor Mueller noted she would be attending the Ramsey County League of Local Government Annual Meeting on Thursday, November 30<sup>th</sup> where the key discussion would be provided by David Schultz, who is a Political Science Professor at Hamline University.

Council Member Gunn stated on December 5<sup>th</sup>, December 7<sup>th</sup>, December 12<sup>th</sup> and December 14<sup>th</sup> sessions would be held for the New American Academy at Silver View Plaza. (10am to noon).

**B. Reports of Staff.**

Public Works Director Peterson provided the Council with a progress update on the Public Works Facility.

Public Works Director Peterson reported MnDOT was seeking approval from the City to have the signal lights on County Road 10 to be synched or timed in a certain manner during the MNPASS project. He provided further comment on how this project would impact the City.

Mayor Mueller asked if the speed limit along County Road 10 would be changed by MnDOT. Public Works Director Peterson stated MnDOT was not proposing to change the speed limit but rather wanted to have the lights synchronized in order to keep traffic flowing through this area in a more efficient manner.

Council Member Bergeron stated he supported synchronization of these lights.

Mayor Mueller supported the light synchronization as well and hoped that this would improve safety along the corridor. The Mayor also stated her opposition to the increased speed limit.

The Council offered their full support to synchronize the lights along County Road 10.

Mayor Mueller asked when the Council could tour the Public Works Facility next. Public Works Director Peterson suggested the tour be held on Monday, December 11<sup>th</sup> at 5:00 p.m.

Finance Director Beer reported staff attended new website training today and staff would continue to work to eliminate the bugs and errors on the website. He explained staff was finishing up online open enrollment and noted this went quite smoothly.

Finance Director Beer reviewed the items that would be addressed by the Council at their December 4<sup>th</sup> worksession and December 11<sup>th</sup> City Council meetings.

Finance Director Beer stated he was pleased to report the City received a certificate from the MNGFOA for the 2016 Audit. He noted this was the 13<sup>th</sup> year in a row the City has received this award. The Council offered Finance Director Beer a round of applause for his efforts on behalf of the City.

Finance Director Beer requested the Council provide staff with a date for the January Council Retreat. The Council recommended the retreat be held on Monday, January 29<sup>th</sup> at 6:00 p.m.

Interim City Administrator Zikmund provided the Council with an update on the hiring process for the Police support position. He noted 124 applications were received and noted interviews would be held next week.

Interim City Administrator Zikmund reported he attended a MAC Advisory Committee meeting and it was noted they would not be updating their Comprehensive Plan in 2018 as they have no plans to change their facility. He explained the remainder of the meeting was spent discussing Super Bowl impacts.

Interim City Administrator Zikmund indicated the City received five proposals for prosecution services. He stated Chief Harder and himself reviewed these proposals and would be holding interviews with two of the firms next Monday and Tuesday.

Interim City Administrator Zikmund provided the Council with a handout from the discussion held at the recent retreat. He summarized the comments made at this meeting and reviewed the future funding challenges the Council will face. He noted this handout was for informational purposes only.

**C. Reports of City Attorney.**

City Attorney Riggs had nothing additional to report.

Mayor Mueller commented on a letter from City Planner/Supervisor Sevald regarding MU2010-255. She presented the City Attorney with a copy of this letter. She stated publicly the City was trying to move forward to resolve this issue and delays continue due to actions of the property owner. She anticipated this matter would be delayed into 2018, which was because of the property owner and not the actions of the City.

**D. Report of Executive Search Consultant.**

Mayor Mueller excused Interim City Administrator Zikmund from the meeting at this time. She noted the Council would be receiving an update from a consultant from Springsted Waters regarding the Executive Search for the new City Administrator position. She noted the Council currently had a list of 13 finalists to consider. She explained the candidates would be discussed by their number and would not be identified by their name.

Mayor Mueller recessed the City Council meeting at 7:57 p.m.

Mayor Mueller reconvened the City Council meeting at 8:04 p.m.

Sharon Klump, Springsted Waters Consultants, thanked the Council for their time and noted the objectives for this meeting was to discuss candidates and select finalists. She reported this would be done by speaking of the candidates by their number and not by name or their current employer. She stated she would also like to finalize interview dates. She commented on the videos that were submitted by the candidates and requested the Council offer their top candidates by number at this time.

Mayor Mueller stated not all members of the Council had their candidate information in front of them and staff was making copies. She asked if any of the candidates had been hired by another municipality and had dropped out of consideration. Ms. Klump reported Candidate 2 had dropped out. It was noted all others were still under consideration.

Mayor Mueller explained the City Council and Mayor had previously discussed waiting to hire the key positions that were vacant in City Hall until after the new City Administrator was on board. However, after further consideration, a Public Works Director and Human Resources Coordinator were hired.

Ms. Klump stated the top five candidates based on the rankings provided by the Council were 1, 8, 9, 12 and 13. She asked if there were any other candidates that the Council would like to discuss further.

Council Member Gunn requested Candidate 11 be discussed further.

Council Member Meehlhause stated he had Candidates 4 and 6 on his list. Ms. Klump stated no further conversation would be held regarding Candidates 3, 5, 7, and 10.

Mayor Mueller and Council Member Meehlhause asked that Candidate 10 remain in the list for consideration.

Mayor Mueller stated her top four candidates were Candidates 1, 10, 12 and 13.

Council Member Meehlhause indicated his top four were Candidates 4, 6, 10 and 13.

Council Member Bergeron commented his top four were Candidates 3, 8, 9, and 12.

Council Member Hull stated his top four were 13, 1, 4 and 12.

Council Member Gunn reported her top four candidates were 1, 13, 8 and 11.

Mayor Mueller reviewed the desired capabilities the City Administrator was to exhibit in order to be considered by the City Council.

Ms. Klump tallied the votes for the top four candidates from each Council Member and provided the following results:

Candidate 1: 3 votes  
Candidate 3: 1 vote  
Candidate 4: 2 votes  
Candidate 6: 1 vote  
Candidate 8: 2 votes  
Candidate 9: 1 vote  
Candidate 10: 2 votes  
Candidate 11: 1 vote  
Candidate 12: 3 votes  
Candidate 13: 4 votes

Ms. Klump explained Candidates 1, 12 and 13 had the highest number of votes. For this reason, she recommended the Council move forward with candidates 1, 12 and 13.

Mayor Mueller questioned if any of these finalists were being actively pursued by other cities. Ms. Klump reported Candidate 1 and 12 were in active searches and could possibly be hired by other cities.

Mayor Mueller recommended a fourth candidate be added to the Council's list of finalists. She suggested a Candidate that received two votes be considered. Ms. Klump concurred with this suggestion and stated the Council could elect to have five finalists or a second round of interviews.

Mayor Mueller suggested Candidate 10 be added to the list of interviewees.

Council Member Gunn recommended that the top six vote getters be interviewed considering several candidates were in other search processes. She asked that Candidates 4, 8 and 10 be added to the list of finalists. Ms. Klump stated she would be able to work with this list.

Council Member Hull commented the Council was now considering candidates that received less than half of the votes from the Council. Ms. Klump understood this to be the case but encouraged the Council to hold all of the interviews at one time.

Council Member Gunn supported the Council holding group interviews with these top six candidates. Ms. Klump reported reference and background check information, along with information from department heads would be available for the Council to review prior to the group interviews. She believed all of these different data points would be valuable for the Council to consider.

Mayor Mueller expressed concern with Candidate 4 and noted how the work history for this individual showed short stints at a number of positions. She asked if there was any other

information available regarding this situation. Ms. Klump stated this individual was beginning their career and she did not believe this person was looking for a stepping stone but rather was gathering experience in order to move into the metro area and noted Mounds View was an attractive position for this individual.

Council Member Meehlhause stated he had a concern with Candidate 1. Ms. Klump stated she spoke with Candidate 1 and noted there was a mutual parting from the recent position. She understood there were frustrations in this position and working with the City Council. Further discussion ensued regarding this situation.

Ms. Klump summarized the comments she has heard from the Council and noted the top finalists moving forward for Council consideration were Candidates 1, 4, 8, 10, 12, and 13. She explained she would be in contact with these individuals tomorrow morning and her office would be preparing data practices information. She provided further comment on the interview process and noted interviews were slated for December 15<sup>th</sup> and December 16<sup>th</sup>. She apologized to the Council and explained she would not be available on December 15<sup>th</sup>, however one of her colleagues may be available to assist with the interviews with the department heads.

Mayor Mueller supported the interviews with the department heads remaining on December 15<sup>th</sup>, with the Council panel interviews being held on December 16<sup>th</sup>. Ms. Klump stated a second round of interviews could be held after December 16<sup>th</sup> if the Council does not have a clear decision.

Council Member Meehlhause asked if the six finalist panel interviews should be spread over two days. Public Works Director Peterson suggested three interviews be held on Friday and three be held on Saturday.

Council Member Meehlhause questioned if a set of questions would be provided to the Council to be used for each candidate. Ms. Klump stated she could provide the Council with a list of questions and noted follow-up questions would be appropriate.

Mayor Mueller reviewed the seven top competencies for a highly qualified City Administrator candidate with the Council. She stated she looked forward to interviewing the six candidates keeping these competencies in mind.

Mayor Mueller inquired if she should be making calls and checking references or if the consultant should complete this work. Ms. Klump suggested the Mayor work with her on the reference checks to ensure multiple calls were not being made to the same reference point.

Mayor Mueller recommended City Attorney Riggs sit in on the interviews as one of the department heads. The Council was in agreement with this suggestion.

Mayor Mueller questioned how long the interviews would take. Ms. Klump suggested each interview be held for 50 minutes with a 10 to 15-minute block in between the interviews.

Finance Director Beer asked how the City would make the names of the candidate's public. Ms. Klump recommended the City have this information available to the public if someone calls. She reported a press release was not necessary. She explained she would be working on questions and would be forwarding these to staff on November 28<sup>th</sup>.

Council Member Gunn questioned if the candidates would be given a copy of the questions prior to the interview. Ms. Klump did not recommend this.

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| <b>11. Truth-In-Taxation Meeting:</b> | <b>Monday, December 4, 2017, at 6:00 p.m.</b>  |
| <b>Next Council Work Session:</b>     | <b>Monday, December 4, 2017, at 7:00 p.m.</b>  |
| <b>Next Council Meeting:</b>          | <b>Monday, December 11, 2017, at 6:00 p.m.</b> |

**12. ADJOURNMENT**

The meeting was adjourned at 9:22 p.m.

Transcribed by:

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*