

The Council Workshop was called to order at 7:00 p.m. by Mayor Gregg Nelson at the Community Meeting Room, 100 Village Center Drive, Suite 150, City of North Oaks, Minnesota. Present were Mayor Gregg Nelson; Councilmembers Katy Ross, Rick Kingston, Kara Ries and Marty Long; City Administrator Mike Robertson, Deputy Clerk Stephanie Marty, Administrative Assistant Gretchen Needham and Administrative Assistant Deb Breen.

Review of City Administrator Applications

Mayor Nelson noted that the City had received 36 applications for the City Administrator position, half them arriving that day. Some Councilmembers have had a chance to review all applications and some had not a chance to review those that arrived that day. Administrator Robertson discussed the City Attorney's memo that said all applications were considered protected data and the names could not be discussed in a public meeting until they were designated finalists. She suggested that if the applications were discussed that they be referred to as "number 10" or "number 19".

Council discussed some of the criteria they might use to determine who to interview. Mayor Nelson suggested an ad hoc committee of Councilmembers Kingston and Ross and former Mayor John Schaaf to do preliminary interviews of selected candidates and recommend a smaller number of three to five as finalists for the entire Council to interview. Deputy Clerk Marty will provide administrative support to the ad hoc committee. Administrator Robertson said he would have no further role in the process of determining who to interview.

Staff noted that the City Attorney said that if a member of any interviewing committee was not a current Councilmember or staff member, that it would be best to have each applicant interviewed by that committee sign a waiver acknowledging that their application would be reviewed by a non-Council or staff member.

Councilmembers will each provide a list of their top ten or so suggestions for candidates to interview to Deputy Clerk Marty and the ad hoc committee will use those recommendations to determine who they want to interview. The Council agreed to set aside Monday, October 7 or Tuesday October 8 as potential Special Council Meeting dates in order to interview finalists if they could be determined by then.

Councilmember Long, seconded by Councilmember Kingston, moved to establish an ad hoc committee consisting of Councilmember Kingston, Councilmember Ross and former Mayor Schaff to conduct preliminary interviews of applicants and recommend finalists to be interviewed by the entire Council. The motion was approved 3-0 with Councilmembers Ross and Ries abstaining.

Adjournment

Councilmember Long and Councilmember Kingston moved to adjourn the meeting at 7:26 p.m. Carried unanimously.

Attest:

City Administrator Mike Robertson