

October 25, 2011

A special meeting of the Scandia City Council was held on the above date for the purpose of discussing the procedure and questions for the scheduled city attorney interviews, to select the finalists for the Maintenance Superintendent position, to address any issues regarding the 2012 budget and to set the agenda for the November 8, 2011 council work session. Mayor Randall Simonson called the meeting to order at 6:30 p.m. The following were present: Council members Connie Amos, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Council member Chris Ness arrived at 6:32 p.m. Staff present: Administrator Anne Hurlburt, City Attorney David Hebert, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PROCEDURES AND QUESTIONS FOR CITY ATTORNEY INTERVIEWS

At their October 18 meeting, the council selected five firms to interview for appointment as City Attorney and City Prosecutor. The interviews will be conducted on November 2 and 3. Council discussed a range of questions that will be asked of each firm. Topics will include some issues specific to Scandia, such as experience with environmental law and cable franchise agreements. The council also requested that questions concerning personnel matters, communications and billing be included. Administrator Hurlburt will prepare the recommended interview questions and distribute them to the council prior to the interview meeting. It was decided that each council member will lead an interview with one firm and the other council members will conduct follow-up questions during each forty-five minute interview.

SELECT FINALISTS FOR MAINTENANCE SUPERVISOR POSITION

Administrator Hurlburt reminded the council that the names of the applicants must remain confidential until they agree to be interviewed. The applicants were referred to by an assigned number only. Each council member stated their selected candidates by number. Administrator Hurlburt will contact the top five applicants that were most in agreement with all council members for interviews. The full council will participate in the interviews which will be conducted on November 9, 2011 beginning at 3:00 p.m.

DRAFT 2012 BUDGET

Council had no discussion items concerning the 2012 budget.

AGENDA FOR NOVEMBER 8, 2011 WORK SESSION

Agenda items for the November 8, 2011 Council work session will include a discussion of interview questions for the Maintenance Supervisor position. Administrator Hurlburt stated that an agreement with Forest Lake for Building Official duties is expected to be ready for review by this meeting date.

ADJOURNMENT

Ness, seconded by Amos, moved to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Brenda Eklund, *Deputy Clerk*