

May 8, 2012

A work session meeting of the City Council was held on the above date. Mayor Simonson called the meeting to order at 6:31 p.m. The following were present: Mayor Randall Simonson, Council members Connie Amos, Jim Schneider and Sally Swanson. Council member Chris Ness arrived at 7:30 p.m. Staff present: City Administrator Anne Hurlburt, City Attorney Tom Miller and Deputy Clerk Brenda Eklund.

#### **APPROVAL OF THE AGENDA**

**Schneider, seconded by Amos, moved to approve the agenda as presented. The motion carried 4-0.**

#### **ENGINEERING UPDATE – RESIGNATION OF CITY ENGINEER RYAN GOODMAN**

City Administrator Hurlburt summarized a memo that staff sent out last week to the Council which stated that City Engineer Ryan Goodman has resigned his position at Stantec. The City has been working with Stantec (formerly Bonestroo) since 1997. Administrator Hurlburt had recently met with Stantec staff to discuss items that they are working on for the City. Stantec proposed that Principal Engineer Phil Gravel be appointed as City Engineer. Mr. Gravel was present at the meeting to answer any questions. Mr. Gravel stated that he has been with the firm for over 25 years and as a team leader of engineers, is familiar with Scandia's projects.

City Administrator Hurlburt recommended that the May 22 Capital Improvement Plan meeting in which residents of Melanie Trail would be presented with options for the repair of their road be delayed until June 18. With the absence of City Engineer Goodman, postponing the meeting will allow sufficient time for Mr. Gravel to prepare for the meeting. **Simonson, seconded by Swanson, moved to cancel the May 22 Capital Improvement Plan meeting, and address the Melanie Trail reconstruction issue at the June 18 CIP meeting. The motion carried 4-0.**

City Administrator Hurlburt will issue a press release with notification of the meeting date change.

The Council will formally designate Mr. Gravel as City Engineer at their May 15, 2012 meeting.

#### **CITY ADMINISTRATOR SEARCH – WORK SESSION WITH SHARON KLUMPP, SPRINGSTED**

At their April 17, 2012 meeting, the Council approved an agreement with Springsted to conduct the search process for the City's next Administrator. Sharon Klumpp was present to begin the recruitment process with the Council.

Ms. Klumpp led the discussion with the Council members. Topics covered included the Council members' input on the desired qualifications and requirements for the position. Council agreed that at least three years of municipal experience is desired. The current job description was reviewed and no changes were recommended. The desired salary range was discussed and it was the consensus to include a range of \$70,000 to \$85,000 in the job announcement. Ms. Klumpp will work with City Attorney Miller on severance language in the hiring contract, for review by the Council.

The Council will formally approve the job announcement at their May 15 meeting.

**AGENDA ITEMS FOR FUTURE WORK SESSIONS**

With the cancellation of the June 12 Work Session, the next scheduled work session will be held on July 10. Council had no agenda items at this time, but Mayor Simonson directed Council members to contact staff prior to the July meeting date with any items they wish to discuss.

**ADJOURNMENT**

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

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*