

July 24, 2012

A special meeting of the Scandia City Council was held on the above date for the purpose of selecting finalists for the City Administrator position. Mayor Randall Simonson called the meeting to order at 7:00 p.m. The following were present: Council members Connie Amos, Jim Schneider, Sally Swanson, Chris Ness and Mayor Randall Simonson. Staff present: Deputy Clerk Brenda Eklund.

### **CITY ADMINISTRATOR RECRUITMENT**

Sharon Klumpp, consultant with Springsted, provided a summary of the recruitment process up to this point. Fifty-nine applications were received. Fourteen candidates were asked to submit additional information through a follow-up questionnaire. Ms. Klumpp provided a listing of the top ten candidates who most strongly met the qualifications as stated in the job posting. Council members had received copies of these applications prior to the meeting.

Council members each identified the candidates they wish to interview for the position. Five candidates were selected by two or more members, and there was consensus that these five should be contacted and offered interviews. Council member Schneider identified one additional candidate from the listing of all submitted applications and recommended that this candidate also be interviewed. There was consensus to add this candidate to the interview schedule.

The names of the candidates will remain confidential until after their interviews have been scheduled, when they will be considered finalists for the position.

The Council agreed that interviews will be conducted at two special Council meetings to be held on Wednesday, August 15 and Thursday, August 16. The meetings will begin at 5:00 p.m. Three candidates will be interviewed at each meeting. Fifty minutes will be allowed for each candidate interview.

### **ADJOURNMENT**

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

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*