

October 1, 2015

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 Dan Lee, Bob Hegland, Chris Ness, Jim Schneider and Mayor Randall Simonson. Staff present: Deputy Clerk Brenda Eklund.

### **CITY ADMINISTRATOR RECRUITMENT**

Sharon Klumpp, consultant with Waters & Company, provided a summary of the recruitment process up to this point. Thirty-three applications were received. Thirteen candidates were asked to submit additional information through a follow-up questionnaire, of which eleven responded to. Ms. Klumpp provided a listing of the top seven 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.

Ms. Klumpp led a review of each candidate. There was consensus on five candidates who should be contacted and offered interviews. Ms. Klumpp will send out a list of questions to be used for the interviews for the Council to review. Mayor Simonson recommended the candidates be asked what they know about Scandia.

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 Tuesday, October 13 at 6:00 p.m. and Wednesday, October 14 at 6:30 p.m. It was proposed that deliberations on a hiring offer begin after the final interview.

### **ADJOURNMENT**

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

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk