

MEETING MINUTES

CLARA CITY CITY COUNCIL SPECIAL MEETING

Monday
December 2, 2019
5:00 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper, and Victor Sparks

Members absent: Jeffrey Davids

Staff present: Judy Gosseling (Finance Director), Windy Block (City Administrator), and Shane Nord (Fire Chief)

Others present: Sam Peterson (Clara City Herald) and Shirley Klaassen

1. Call to Order—*By Mayor Gary Nelson at 5:03 p.m. A Quorum of the Council was declared as being present.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** Upon calling for any additions/deletions/modifications to the draft agenda and recognizing none, Mayor Nelson, without objection, declared the Meeting Agenda to be approved as presented.*

3. Approval of Minutes—*None.*

4. Notices and Communications—*None*

5. Approval of Consent Agenda—*None.*

6. Reports from Officers, Commissions, and Committees—*None.*

7. Reports from Staff and Administrative Officers—*None.*

8. Public Hearing—*None.*

9. General Business

9. (A) Consideration of approving a recommendation from the Subcommittee for City Administrator Applicant Review regarding the designation of finalist(s), if any, for their continued public review and qualification at a Special City Council Meeting on Monday, December 9, 2019, 5:00 P.M., at the City Hall, 215 NW First St., Clara City, MN 56222. Mayor Nelson, on behalf of the Subcommittee, reported on their evaluation and qualification activity to date. This included a summary that seven applications had been received on a timely basis, and that three of those applications had been judged by the Subcommittee as not meeting the minimum standard requirements, and thus have been disqualified. The remaining four applications were deemed to have met the minimum qualifications and were subsequently divided into two categories, one pile for preliminary

interviews via telephone and another pile for continued consideration. Nelson stated that the Subcommittee then proceeded with the telephone interviews on Tuesday, November 19, 2019

Action taken: *M/S/P 4-0 (Speiser/Pieper) to accept the recommendation of the Subcommittee for City Administrator Applicant Review as reported by Mayor Nelson and to publicly name the following as Finalists for the Position of City Administrator in Clara City, MN, such to include: Devin Swanberg, Derek Gunderson, and Becca Schrupp.*

Administrator Block next distributed to the Councilors a document, dated December 2, 2019, regarding the Public Data Release for the aforementioned list of Finalists for Position of City Administrator. Following a review of the information by the Council, Mayor Nelson directed the public release of this document.

9. (B) Consideration of approving a recommendation(s) from the Subcommittee for the City Administrator Applicant Review regarding the activities and process that will be implemented in the continued evaluation and review of any finalist(s) who have been officially named for the position of City Administrator. Mayor Nelson, with the assistance of Administrator Block, walked through the listing of events and offered explanation and rationale for each such major event, including: 1) Lunch with management staff and selected consultants, 2) Group Tour of the community and certain Public Facilities, 3) Community Meet & Greet, and 4) Special City Council Meeting for Interviews of each Finalist.

Action taken: *M/S/P 4-0 (Speiser/Sparks) to accept the recommendation from the Subcommittee for City Administrator Applicant Review and approve the Interview Schedule for December 9, 2019, which outlines the activities and process that will be implemented in the continued evaluation and review of the Finalists for the Position of City Administrator in Clara City, MN.*

10. Approval for the Payment of Claims and Appropriations—*None.*

11. Appearance of Interested Citizens—*None.*

12. Announcements—*Mayor Nelson announced the following meetings:*

12. (A) The next Special Meeting of the City Council will be on Monday, December 9, 2019, at 5:00 P.M., in the City Council Chamber, 215 NW First St., Clara City, MN

12. (B) The next Regular Meeting of the City Council will be on Tuesday, December 10, 2019, at 6:30 P.M. in the City Council Chamber, 215 NW First St., Clara City, MN

13. Adjournment—*Upon recognizing that there was no additional official business to be considered, Mayor Nelson declared, without objection, that this Special Meeting of the City Council be adjourned as of 5:28 P.M.*

BY: _____
Gary Nelson, Mayor

ATTEST: _____
Winthro C. Block, City Administrator