

# MEETING MINUTES

CLARA CITY  
CITY COUNCIL  
SPECIAL MEETING

Monday  
December 9, 2019  
5:00 PM

CITY HALL COUNCIL CHAMBERS  
CLARA CITY, MINNESOTA

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

Members absent: None

Staff present: Julie Aalfs (Deputy Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Matt Blum (Senior Living Administrator), and Windy Block (City Administrator)

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

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1. Call to Order—*By Mayor Gary Nelson at 5:04 p.m. A Quorum of the Councilors was declared to be present.*

2. Additions/Deletions/Modifications to Agenda

***Action taken:** Upon requesting any additions/deletions/or modifications to the draft Agenda, Mayor Nelson declared, without objection, that the Meeting Agenda 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 interviewing the Finalists who have been selected for consideration of appointment as the next City Administrator of Clara City.

5:00 P.M. – Orientation—*Mayor Nelson and Administrator Block explained the rating forms and interview questions that were to be used in the interview process. Following that, interviews were conducted as follows:*

5:15 P.M. – *Devin Swanberg—Interview concluded at approximately 5:55 p.m.*

6:00 P.M. – *Derek Gunderson—Interview concluded at approximately 6:45 p.m.*

6:50 P.M. – *Rebecca Schrupp—Interview concluded at approximately 7:38 p.m.*

8:00 P.M. – Facilitator to share feedback from the staff and community member sessions—*On behalf of Jim Flaherty who had served as the facilitator for this interview process, Administrator Block shared copies of the “Staff and Consultant Remarks” and “Meet & Greet” sessions which the facilitator had compiled from activities that had taken place.*

8:15 P.M. – Deliberation by the City Council of the results of the interview process--*If and when a consensus is reached, Council should take formal action in the form of a motion. Such action would then allow the Council to designate a negotiating team and any desired terms, thus eliminating the need for additional Council meetings. The final terms of employment could then be officially acted upon at the Council’s Special Meeting on December 26, 2019.*

**Action taken:** *Following a lengthy deliberation in which the Councilors each shared their rankings and initial thoughts and conclusions regarding each of the candidates, Mayor Nelson noted that the Council appeared not to be ready for any final decision making. Following a review of the options that were available for further consideration, it was M/S/P 5-0 (Pieper/Davids) to table any further discussion of this agenda item until, for the convenience of the City Council, to a continuation of this Special Meeting until Tuesday, December 10, 2019, 5:30 p.m., at the City Hall, 215 NW First St., at which time the Council will once again undertake all unfinished items of business on the approved Meeting Agenda of the Special Meeting of December 9, 2019.*

**Action taken:** *Upon recognizing the passage of the foregoing motion, Mayor Nelson, without objection, declared this Special Meeting of December 9, 2019, to be recessed and adjourned as of 8:25 P.M., and that this recessed meeting will be called back into session at 5:30 P.M. on Tuesday, December 10, 2019.*

**\*\*\*MEETING RECESSED AS OF 8:25 P.M.\*\*\***

**CLARA CITY  
CITY COUNCIL  
RECESSED SPECIAL MEETING**

The Recessed Special City Council Meeting of December 9, 2019 was called to order by Acting Mayor Mayor Nate Speiser at 5:31 p.m. on Tuesday, December 10, 2019, in order to complete the pending business of the Meeting Agenda.

Members present: Nate Speiser, Rhonda Pieper, Jeffrey Davids, and Victor Sparks.

Members absent: Gary Nelson (arrived at 5:38 P.M.)

Staff present: Judy Gosseling Finance Director), Julie Aalfs (Deputy Clerk), Windy Block (City Administrator), and Matt Blum (Care Center Administrator)

Others present: None

9. General Business

9. (A) Continued consideration of deliberations of the interview results of candidates for City Administrator. Acting Mayor Speiser solicited comments and rankings from each of the attendees.

*\*\*\*Mayor Nelson arrived at 5:38 P.M. and resumed his duties as the chairperson of the meeting\*\*\**

***Action taken: Following a process of consensus building, M/S/P 5-0 (Sparks/Davids) to designate Rebecca Schrupp as the desired candidate for further investigation and evaluation for possible appointment as the next City Administrator. As based upon the Councilors' shared feelings, no other candidate was at this time designated for continued examination and/or re-interview.***

9. (B) Consideration of designating a negotiating team and establishing any desired terms of employment for the use of such by the aforementioned negotiating team. Mayor Nelson provided his recommendation for moving forward with the appointment of two Councilors for further evaluation of the selected candidate and negotiations with the candidate as to terms and conditions of an employment contract, such to be reported back by the negotiating team to the full Council for its further consideration of appointment of Becca Schrupp as the next City Administrator.

***Action taken: M/S/P 5-0 (Davids/Speiser) to approve the appointment of Mayor Gary Nelson and Councilor Victor Sparks for their service as a negotiating team for further investigation and the negotiation of employment terms and conditions with candidate Rebecca Schrupp, such findings to be reported back to the full City Council for its continued consideration of approval at its Special Meeting on Thursday, December 26, 2019, 6:30 P.M.***

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

11. Appearance of Interested Citizens—None.

12. Announcements—Mayor Nelson announced the following:

12. (A) 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.

12. (B) Special Meeting of the City Council will be held on Thursday, December 26, 2019, 6:30 P.M., at the City Council Chamber, 215 NW First St., Clara City, MN.

13. Adjournment—*Upon recognizing that there was no additional business to be considered, Mayor Nelson, without objection, declared this Special Meeting of the City Council to be adjourned as of 6:13 P.M.*

BY: \_\_\_\_\_  
*Gary Nelson, Mayor*

ATTEST: \_\_\_\_\_  
*Winthro C. Block, City Administrator*