

Pursuant to due call and notice thereof, a special meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on May 23, 2022. Mayor Dehen called the meeting to order at 12:00 p.m. The following were present for roll call: Council Members Steiner, Oachs, Whitlock, Norland, and City Clerk Van Genderen.

Approval of Agenda

Council Member Norland moved, seconded by Council Member Steiner, to approve the agenda as presented. Vote on the motion: Steiner, Norland, Oachs, Whitlock, and Dehen aye; no nays. Motion carried.

Determine Travel Reimbursement.

Council determined the candidates who would be interviewed would be provided travel reimbursement and lunch.

Selection of Finalists for Interviews.

City Consultant Liza Donabauer from David Drown Associates (DDA) reviewed the City Administrator application process. She stated the advertisement was listed for one month with 15 applicants applying for the City Administrator position. Candidates were screened, and ten moved forward, and DDA conducted work personality tests and video interviews which were forwarded to the Council. Two candidates withdrew from the process. Ms. Donabauer reminded Council that until the finalists are selected, the names and identifying information are non-public, and Council Members should refer to the candidates by their assigned numbers. Ms. Donabauer requested the Council's top four candidates. Each Council Member-provided their top four candidates, with Candidates 2, 5, and 7 receiving five votes each, candidate 8 receiving 3, Candidates 1 and 4 receiving one each, and Candidates 3 and 6 receiving 0 votes. Council decided to interview candidates 7, 2, and 5 on June 13, 2022. Ms. Donabauer reported she would reach out to the eight candidates and let them know if they are moving forward, and then she would provide the staff with a press release. She said DDA would begin background checks and intellectual profiles on the three candidates who would be interviewing.

Finalist Interview Schedule.

A discussion was held concerning the interview process. The morning of June 13, 2022 would consist of a tour, interviews with the department heads, and interviews with business leaders. The afternoon would consist of a public meet and greet and Council interviews followed by Council deliberations and a job offer to the selected candidate.

At 12:27 p.m., on a motion by Council Member Norland, seconded by Council Member Whitlock, the Council Meeting was adjourned.

Mayor

City Clerk