

Glyndon City Council
9/21/2016
7:00 a.m. Special Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Joe Olson, Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Michael Cline and City Consultant Ken Parke.

As Per Sign in Sheet: None

3. **Discussion Concerning Job Finalists for the Administrator Position** – Dave Owings informed Council the Review Committee consisted of Council Member Chris Jensen, Ken Parke, Wendy Affield and himself. Owings explained one of the finalists lives a distance away but has the years of experience the City is looking for in Administrator. Owings stated the finalist seems to have had access to a lot of aspects of city government that would benefit Glyndon. Owings informed Council all three finalists have their Master's Degree in Public Administration. Owings informed Council the other two finalists are lacking in the supervisory experience the City is looking for but rate high enough in other areas that they warrant the opportunity to be interviewed. Kimberly Savageau stated she was good with the three finalists. Olson also was satisfied with the finalists. Owings reminded Council it was decided to interview the finalists in person during a Special Council Meeting. Owings informed Council if the finalists are not what the Council is looking for after the interviews, the application process may start over. Dave Owings made a motion to approve the three finalists to be interviewed for the City Administrator position, seconded by Joe Olson.
Motion Carried.

4. **Approval of Job Applicants for Interviews** –
 1. Jordan Lee
 2. Nicholas Schultz
 3. Harry Staven

5. **Special Meeting Set for the Interview Process** – Council decided to schedule the Special Meeting for interviewing the finalists on Monday, October 3rd, 2016 at 5:00 p.m. Council will have one interview at 5:00 p.m., one at 6:00 p.m. and one at 7:00 p.m., which should give them enough time for a discussion in-between each finalist. Chief Cline suggested Affield revise the background investigation packet he uses for his officers and email to the finalists so they can have time to review and bring the night of the interviews.

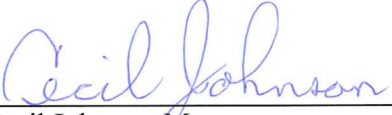
6. **Interview Questions & Scoring Process** – Council received questions from Affield that she found in her computer and questions she received from the City of Moorhead. Cline suggested having the other two Council Members who were not part of the Review Committee decide on the questions that should be asked during the interviews. Ken Parke explained how Dilworth chooses their questions, suggesting Council forward their questions to a committee and the committee will decide. Parked stated the questions were not talked about during a public

meeting. Ken Parke will request the City of Dilworth's questions that were asked during the hiring of their Administrator. Owings requested Council's questions be sent to Affield by Friday September 23rd so she has time to put them together before the next Council Meeting.

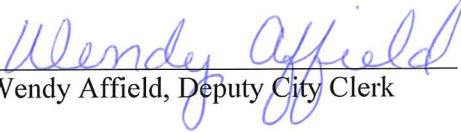
7. Open Forum -

8. Adjournment

A motion was made by Joe Olson, seconded by Kimberly Savageau to adjourn at 7:17 a.m.
Motion carried.



Cecil Johnson, Mayor



Wendy Affield, Deputy City Clerk

September 21st, 2016 Glyndon City Council Special Meeting Minutes