

CITY COUNCIL WORK SESSION

April 13, 2011

The Willmar City Council Work Session was called to order by Mayor Frank Yanish. Those present included Council Members Bruce DeBlieck, Ron Christianson, Tim Johnson, Jim Dokken, Steve Ahmann, Doug Reese, Rick Fagerlie, and Denis Anderson. Also present were City Clerk Kevin Halliday, Administrative Assistant Audrey Peterson, Sharon Klumpp and David Little with the West Central Tribune.

Item 1 Sharon Klumpp, Vice President of Springsted Inc., presented to the Council details of the process of recruitment of the City Administrator for the City of Willmar. She noted that 43 applications were received, three subsequently withdrew, and that after 13 telephone interviews she was recommending the nine candidates which were mailed out earlier for their review. Ms. Klumpp provided comments on each of the nine candidates. The Mayor and Council were asking questions as each candidate was deliberated. Pursuant to the review of those nine applications a Council Member asked for the consideration of candidate number 13 from the list of all candidates. Ms. Klumpp was asked why she did not include that candidate and she shared her various reasons. The Council by consensus agreed to add candidate 13 to the list of the nine in the packet and commenced on voting for those candidates to advance to an interview. The City Clerk tallied the votes for each candidate which eliminated four candidates from further consideration.

Item 2 The Council considered interview dates and concluded that the full dates of May 10 and May 11, 2011, would be set aside to conduct interviews at the Willmar City Offices and that should the need arise May 24, 2011, will be set aside for second interviews of the final two candidates.

Item 3 The Council deliberated on the expenses to be incurred by each candidate and consensus was reached that staff would coordinate the hotel rooms for their stay, meals, rental car, and air fares to be reimbursed after they have arrived for an interview.

Item 4 The Council deliberated on interview panels and reached consensus that the full City Council would interview the candidates. There would be a meet and greet meeting for the department heads to talk with each candidate and lastly a community panel would be established for meeting and greeting the final two candidates.

Item 5 Ms. Klumpp summarized the activities noting that background checks would not be conducted due to expense until the final two candidates were selected. References would be called ahead of time and that this is still private data until they agree to be interviewed and that she would take steps to reach out to the West Central Tribune with the public information that would apply to the finalist being selected.

There being no further business, the Work Session adjourned at 6:45 p.m.

Respectfully Submitted,

City Clerk

Kevin Halliday