

CITY COUNCIL PROCEEDINGS
BEMIDJI, MINNESOTA
Special Meeting/Work Session – November 17, 2014

Pursuant to due call and notice, a special meeting/work session of the City Council of the City of Bemidji, Beltrami County, Minnesota, was held on Monday, November 17, 2014, at 5:30 p.m. in the Conference Room of City Hall, Mayor Albrecht presiding.

Upon roll call, the following Councilmembers were declared present: Albrecht, Johnson, Hellquist, Olson, Erickson, Thompson, Meehlhause arrived at 5:10 p.m.

Staff Present: City Manager John Chattin, City Attorney Alan Felix, Public Works Director Craig Gray, Parks & Recreation Director Marcia Larson, City Clerk Kay Murphy

Others Present: Springsted, Inc. - Dave Unmacht; Councilor Elect Dave Larson

Mayor Albrecht stated that the purpose of the special work session was to discuss the search for the City Manager position.

Dave Unmacht, Sr. Vice President – Springsted, Inc., provided a brief introduction. He then reviewed the following documents:

- Community Profile – Councilmembers liked the profile as it represents the city. Mr. Unmacht suggested that Councilmembers provide any corrections or changes to the Profile no later than Monday, November 24 to the City Clerk.
- Project Timeline – Council agreed that the recruitment and candidate outreach dates should be December 1 through December 31 and, if needed, extended.
- Matrix for Candidate Selection – If Council would like something different on the matrix, please let the City Clerk know.
- Job Posting – Mr. Unmacht stated that the City's job description was good. However, he added the following sentence: "Experience may be substituted for education at the discretion of the City."
- Sample Screening Questions

Discussion continued regarding the salary range. Unmacht provided a salary comparison with other northern tier cities.

Erickson asked for an explanation between a manager and administration. Unmacht responded that he liked the manager form of government as it is the most efficient form. He noted that the basic difference is manager's hire and fire staff and administrator's do not.

Unmacht recommended that the Council establish a personnel committee to review applicants for the first interview. The full Council, staff and community members (if desired) would do the final interview.

ADJOURN

There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully submitted,



Kay M. Murphy
City Clerk