

CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING
CITY COUNCIL CHAMBERS
APRIL 14, 2003
6:30 P.M.

CALL TO ORDER

Pursuant to due call and notice thereof, Mayor Rick Schneider called the Special City Council meeting of April 14, 2003, to order at 6:30 p.m.

ROLL CALL

Members present: Mayor Rick Schneider, Councilmembers Jon Nowaczek, Sharon Ridgway, Bob Kamps and Dan Johnson.

Members absent: None

Others present: Acting Administrator Wendi Lindquist

BUSINESS

Discuss/approve an interview process for the vacant City Administrator position and provide staff with further direction.

Mayor Schneider explained that he, Councilmember Nowaczek and Acting City Administrator Wendi Lindquist had a meeting with Mike Adams of Profiles International regarding a proposal that his company uses for hiring. Mayor Schneider explained that this process would cost \$100.00 for each finalist.

Dan Johnson stated he thought it was interesting but wasn't sure how long it would take and how inconvenient it would be.

Mayor Schneider stated that Mike Adams could send it through the applicants' e-mail, they could take it at their residence and e-mail it back.

Jon Nowaczek stated they could also go to the website and if they didn't have a personal computer a paper version could be mailed to them.

Bob Kamps inquired as to who has used this system.

Mayor Schneider stated that Piper Jaffrey is their biggest client, they used to go through an industrial psychologist and now they do these profiles. Mayor Schneider stated that this would give the Council a starting point.

Jon Nowaczek stated that the main value for the Council process is it would help the Council do some comparisons directly from individual to individual. Absolute conclusions

Bayport City Council Special Meeting Minutes
April 14, 2003

cannot be drawn out of it, but since all of the applicants will answer the same set of questions it would give a standardized rating to compare and see how their strengths and weaknesses play out and the Council can use that as a tool to find out how well their strengths play to the City's position or whether their weaknesses are an issue. It won't give all the answers, but its one tool at the Council's disposal and well worth the money.

Wendi Lindquist stated that she explained to Sharon Ridgway that it helps formulate questions to ask as far as strengths and weaknesses; to pull more information from them.

Mayor Schneider stated that with the questions that can and can't be asked, it would be wise to get some professional help. Mike Adams also can do background checks at an additional fee. Mayor Schneider stated that a very thorough background check needs to be done on each finalist.

Dan Johnson stated that Police Chief John Gannaway could do the criminal part of the background check.

Wendi Lindquist stated that the police could do the criminal and financial part of the background check.

Sharon Ridgway stated that in previous interviews for the police chief, on the final candidate there was a background check done with a private investigator but she couldn't remember what the cost of that was.

Mayor Schneider stated that extensive background checks need to be done.

Sharon Ridgway stated that they don't need to be done on everybody.

Jon Nowaczek stated that background checks probably only need to be done on the last two.

Mayor Schneider stated that background checks need to be done on all six finalists.

Wendi Lindquist stated that the general interview questions have to be consistent with each one – the same questions need to be asked of each finalist.

Bob Kamps inquired as to whether the profile draws questions out for the Council too. Wendi Lindquist stated that yes it does, based upon their strengths....

Dan Johnson asked whether they could give them what the Council is looking for.

Wendi Lindquist stated that the Council has to come up with the initial interview questions, more related specifically to Bayport. The ranking ranks them from a median candidate, where the candidate should score, and if they're high or low, it derives questions to ask about their weaknesses and strengths that are EEOC approved.

Mayor Schneider stated that the questions won't have anything to do with the profile.

Bayport City Council Special Meeting Minutes
April 14, 2003

Dan Johnson inquired as to whether the Council needs to profile the job and the job analysis survey.

Jon Nowaczek stated that if the Council chooses to do that its an additional service. Nowaczek further stated that its very subjective and makes things look scientific when they're not. The next step is to profile the job or there is a database of profiles; similar but not quite exactly like this situation. An additional report can be run that shows how each candidate's own profile is superimposed over the job profile and specifically calls out where there are fits and where there are discrepancies. Jon Nowaczek further stated that he and Mayor Schneider didn't think the extra service would be needed.

Dan Johnson stated he looked at it as a tool for eliminating unqualified people; people who don't get along with others or would not have the qualifications.

Mayor Schneider stated that he thought to get the process started the Council would just instruct Mike Adams to send out the information and give him a deadline for returning the information.

Jon Nowaczek inquired as to whether there is a contract with Mike Adams.

Wendi Lindquist stated that there wasn't a contract discussed, but she can look into it, but if its just Council approval she can find out what the next step is.

Sharon Ridgway stated that her first reaction was why would the Council want to pay for this when its never been done before. Sharon stated she could see it could be beneficial.

Mayor Schneider stated that this is just a tool to help pick out the best candidate.

Jon Nowaczek stated that the Council will ask questions specific to what they are looking for and to the City of Bayport. This profile mostly asks about personality, preferences, likes and dislikes, etc.

Mayor Schneider stated that for the price it would be a tool that would be helpful in the process.

Jon Nowaczek stated that it hasn't been used in the past but threw out the question of how satisfied the City has been with the past administrators.

Sharon stated that she was happy with the past administrators.

Jon Nowaczek stated that they both had some significant shortcomings.

Bob Kamps and Sharon Ridgway stated that that never would have shown up on a profile.

Mayor Schneider asked if there was any other discussion.

Bob Kamps asked if the City has to enter into a contract with Mike Adams and if the City is violating anything because he is a third party who is contacting the candidates.

Bayport City Council Special Meeting Minutes
April 14, 2003

Wendi Lindquist stated that cities contract with companies like this a lot to do the hiring.

Dan Johnson stated that one of the advantages of hiring a consultant is that they can ask a lot of stuff that the Council cannot.

Wendi Lindquist stated that it might withstand scrutiny in the community a little bit better too, involving a professional group.

Jon Nowaczek moved, seconded by Sharon Ridgway, to engage Mr. Adams to do the profiles for the candidates.

Motion passed unanimously.

Mayor Schneider asked when the candidates would be coming to town.

Wendi Lindquist stated that April 26th is what she's been telling them, that initial date worked out for everyone's schedules.

Bob Kamps stated that he and Jon Nowaczek had talked. Bob Kamps stated that when Oak Park Heights went through their interview process, they went to Boutwell's to do a social the night before the interviews. Bob Kamps stated that he would not be available the Friday evening before.

Jon Nowaczek suggested that maybe the social should be on Saturday evening instead as kind of a conclusion, have a little reception where the public could meet the candidates.

Mayor Schneider asked when the "winner" should be announced.

Sharon Ridgway stated that even after someone is chosen for the job, it shouldn't be announced until after the negotiations and everything is final and both parties agree. The people from out of town might want to leave and not stay for a social the night after.

Wendi Lindquist stated that the candidates have been asking questions about this issue. Wendi stated her list of questions for the Council includes: negotiations, offer, interview schedule, length of the interview, what time to start, number of questions, format of questions, candidate ranking form.

Bob Kamps asked Sharon Ridgway how long they allowed for interviews last time. Sharon Ridgway stated that they allowed at least an hour.

Wendi Lindquist stated that they had an hour last time and Nile Kriesel recommended an hour and 15 minutes at the minimum so they didn't have to cut any of them short.

Dan Johnson asked Sharon if all the candidates were in the room at the same time; Sharon stated they were in the room one at a time.

Bayport City Council Special Meeting Minutes
April 14, 2003

Bob Kamps asked Sharon if it was a closed meeting; Sharon stated they met in the Council chambers and sat around a table and if another candidate came in before they were done, that person waited out in the other room until they were ready for the next one.

Mayor Schneider stated he couldn't see interviewing someone for an hour and then jumping into another one. Sharon Ridgway stated they would at least want to make some notes after each interview. Jon Nowaczek suggested doing three in the morning and three in the afternoon.

Bob Kamps asked Sharon Ridgway if the last time they interviewed and then had some time for the Council to discuss the candidate and then called in the next one. Sharon Ridgway stated that was correct.

Wendi Lindquist stated that Nile Kriesel said that sometimes you start to interview a candidate and know right away the candidate is not a fit, so the interview is wrapped up quickly.

Sharon Ridgway stated that the last Council had one candidate that just didn't show up. Wendi Lindquist stated that they could allow an hour and 15 minutes to allow enough time for each candidate.

Mayor Schneider stated it should be started at 8:00 a.m. on Saturday. Wendi Lindquist confirmed that it would start at 8:00 a.m. and have an hour and 15 minutes for each interview and asked if they would like to break for lunch.

Sharon Ridgway stated that St. Charles is having a potluck, a Taste of St. Charles, that day. Everyone agreed to have a lunch break at St. Charles.

Mayor Schneider suggested having the social on Saturday night after the interviews. It was stated that spouses are invited and it is open to the public. Sharon Ridgway stated that the last Council invited representatives from businesses in town.

Dan Johnson asked Sharon Ridgway if there were many people that showed up to the social last time; Sharon Ridgway stated there weren't many people there and she thought it wasn't very beneficial anyway.

Mayor Schneider stated as long as Sharon stated there wasn't much interest, he wouldn't be up for something like that. Sharon Ridgway stated that whoever is hired, you don't see them in a social setting very often.

Bob Kamps stated that the first interviewee would be pretty bored by the end of Saturday night.

Jon Nowaczek stated that its not so much the social value of it as it is to have the citizens to have a chance to meet the candidates as well. Sharon Ridgway stated that people commented to her that they would like to have the social event after the candidate is hired and come in and meet the new administrator rather than meet all the candidates.

Bayport City Council Special Meeting Minutes
April 14, 2003

Dan Johnson stated it should be known to the public that they are invited to the St. Charles Potluck event and if they are there maybe they can meet the candidates. Johnson further stated that maybe after the administrator is chosen a time can be scheduled for everyone to meet the new administrator.

Wendi Lindquist stated that Attorney Tim Kelly recommended that the interviews be conducted in an open meeting, so Wendi followed up with City Attorney Jim Lammers and he stated that the Council could probably "get away" with a closed meeting, but given the scrutiny and watchful eyes of everyone and the platform of letting the community be more involved, it should be an open meeting. Wendi talked to Nile Kriesel and asked why the interviews were not open meetings, Nile stated that they probably should have been, but nobody was complaining one way or the other.

Mayor Schneider stated that they should be open meetings. Bob Kamps asked if the interview is an open meeting, does the public interview also. Wendi Lindquist and Sharon Ridgway stated "absolutely not." There are to be no comments whatsoever from the public, they are just to observe.

Jon Nowaczek stated that the other candidates should not be in the room while they are interviewing other candidates. Wendi Lindquist stated that could be part of her job, to greet them and keep them coordinated.

Wendi Lindquist stated the next question was the number of questions in the format. Staff is unable to find the questions that were used the last time. Wendi stated she could try contacting former Councilmembers or the City of Stillwater.

Dan Johnson stated that the questions from Northfield are pretty good questions. Wendi Lindquist stated they should probably submit them so they can be typed up.

Mayor Schneider suggested using the questions from Northfield as they are now. Jon Nowaczek stated there might be a few that would not be appropriate. Some discussion as to adding to the existing questions for further opinions, facts, etc. Sharon Ridgway stated that no personal questions can be asked.

Mayor Schneider inquired if he could ask one candidate a question and if he has another question for another candidate, can he ask a different question. Wendi Lindquist stated that once the list of questions is established, each candidate has to be asked the same questions. Wendi Lindquist stated that based upon their answer, they can ask a follow up question, but they have to ask each candidate the same questions.

Mayor Schneider stated that the only question he didn't think would work for Bayport was question #12 (higher education). Jon Nowaczek stated that question #12 could be changed to allude to the major manufacturer and the state institution in town.

Mayor Schneider asked Wendi Lindquist to change question #12 to reflect a major manufacturer and state institutions. Wendi Lindquist confirmed.

Bayport City Council Special Meeting Minutes
April 14, 2003

Wendi Lindquist inquired as to how the evaluation form should look. Bob Kamps asked if it could be the six candidates across and then 25 questions down the side.

Dan Johnson stated that the Northfield evaluation sheet tracks with the questions. Everyone agreed to use the Northfield evaluation form.

Bob Kamps suggested that Wendi Lindquist and John Nash should be able to ask the candidates some questions since they will be working with the new administrator. Wendi Lindquist suggested formulating one or two questions from herself and John Nash and have the Council ask them.

More discussion of the consistency of the questions to each candidate. Wendi Lindquist will get a legal opinion on the question consistency.

Jon Nowaczek moved, seconded by Dan Johnson, to accept Northfield's process and questions in the evaluation of the City of Bayport's City Administrator candidates.

Motion passed unanimously.

ADJOURN

Mayor Schneider adjourned the meeting at 7:04 p.m.

Respectfully submitted,

Wendi Lindquist
Acting Administrator