

CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING  
CITY COUNCIL CHAMBERS  
MAY 14, 2003  
7:00 P.M.

**CALL TO ORDER**

Pursuant to due call and notice thereof, Mayor Rick Schneider called the Special City Council meeting of May 14, 2003, to order at 7:00 p.m.

**ROLL CALL**

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

Members absent: Councilmember Johnson (arrived late)

Others present: Acting Administrator Wendi Lindquist, Police Chief John Gannaway

**BUSINESS**

Discuss City Administrator Candidates. Wendi Lindquist stated that Candidate C failed to return some necessary information. Jon Nowaczek inquired as to whether Wendi had any information as to why Candidate C declined to return the information. Wendi Lindquist stated that Candidate C has not returned any of her phone calls or e-mails. Rick Schneider stated he talked to Candidate C once and tried to call Candidate C on other occasions but was unsuccessful and questions why this candidate would not return information requested. Rick Schneider stated that without that information it leaves a void in Candidate C's jacket.

Wendi Lindquist stated that her concern was that it would be creating a liability by requiring the other two candidates to provide the information and not disqualifying Candidate C for not providing the requested information.

Jon Nowaczek stated that in other respects thought Candidate C was a strong candidate – but it shows there's a lack of willingness to cooperate with the process, and if they were to be in the City Administrator position, how would they work with City staff.

Bob Kamps stated he felt the same way from the beginning – the references bothered him.

Sharon Ridgway stated she would agree that Candidate C is not complying.

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Rick Schneider stated that Candidate A presented very well in the interview process, but Schneider stated he had some concerns with the results of the background check.

Bob Kamps stated that Candidate A had “small town experience.” Jon Nowaczek discussed the ranges of the profile and stated that Candidate A might not be challenged enough to stay interested in the job. Rick Schneider stated that Candidate A served as an Acting Administrator, not officially as Administrator.

Sharon Ridgway stated that Candidate A is very well-rounded for the position and thinks Candidate A would fit very well. Jon Nowaczek stated that Candidate A is skilled in financial matters which is an important dimension to the position.

Further discussion regarding the background information on Candidate A.

Jon Nowaczek stated he was very impressed with Candidate B in the interview, but was surprised with the results of the profile – weaknesses in the profile included numerical reasoning and numerical ability, which is a strong part of the position’s responsibilities.

Sharon Ridgway stated that she made a couple phone calls and received a reference from someone who formerly worked with Candidate B, with unfavorable comments. Further discussion regarding Candidate B references.

Council decided to table issue until Dan Johnson arrived and to move on with the rest of the meeting while waiting.

Discuss/Hear Proposals for a Community Survey. Mike Darrow stated that Decision Resources has not prepared a proposal. Wendi Lindquist explained the situation that occurred with Decision Resources.

Mike Darrow stated he called the League of Minnesota Cities and they provided Mike with five names, three of which stated they didn’t do the kind of survey the City needs, the remaining two were very helpful. Mike Darrow stated he sent those companies an e-mail explaining what was needed. Mike Darrow explained the information he received back from the two companies – Cincinnatus, Inc. and Jolosky & Friends.

Mike Darrow further explained the timeline for doing a survey and that the Council could either call a special meeting to have the companies present their proposals or have them present at the next Council meeting. If all goes well the results probably wouldn’t be back until September. Another option is for the City to perform tactical interviews of various stakeholders, policymakers, Council and Planning Commission, etc.

Jon Nowaczek inquired as to how Mike Darrow came up with the conclusion that the survey results wouldn’t be back until September. Mike Darrow stated that best case scenario, if the Council makes a decision on June 2<sup>nd</sup>, it takes typically two

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weeks to get going, the survey could be a six week process, and nothing ever goes as planned, the new administrator should probably be included, the results could be in by mid-August and then reported in the September Council meeting.

Jon Nowaczek stated that it could be stretched out with doing the mail route, but as discussed previously, random telephone surveys are the way the City should go, which would be more timely.

Jon Nowaczek stated that the information from Jolosky & Friends is minimal, they just asked more questions; whereas Cincinnatus seemed to understand what the City was looking for and had a work plan outlined.

Mike Darrow stated that he asked Diane of Cincinnatus if the questions from the past Decision Resources surveys could be used again to add a cost-saving method.

Mayor Schneider inquired as to whether Mike Darrow has worked with Cincinnatus previously; Mike Darrow stated that Steve has worked with them and he had good things to say about the company.

Council recommended to have Cincinnatus prepare a proposal for the June 2<sup>nd</sup> City Council meeting.

Approve Resolution to Participate in Multi-Jurisdictional Hazard Mitigation Planning Process with Washington County. Wendi Lindquist provided information to the Council previously and asked if the Council felt comfortable with that information.

Jon Nowaczek moved, seconded by Sharon Ridgway, to adopt the resolution to participate in the Multi-Jurisdictional Hazard Mitigation Planning Process with Washington County.

Upon roll call being taken, the following voted via voice:

Bob Kamps – aye  
Dan Johnson – aye  
Rick Schneider – aye

Jon Nowaczek – aye  
Sharon Ridgway – aye

Set Meeting Date for 5<sup>th</sup> Avenue Business Owners to Discuss Paving Rear Parking Area. Wendi Lindquist stated that the meeting has already been set for June 2<sup>nd</sup> and distributed letters to the Council.

Approve Designating Funds for Purchase of a New Computer System for City Administrator. Wendi Lindquist stated she asked for a proposal from the current IT professional and he never responded. Wendi stated that the new administrator should be involved in the computer purchase, telling staff what they wanted, but at the most it should cost around \$3,000; staff usually makes a recommendation not to exceed a certain amount.

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Jon Nowaczek stated it would be appropriate, but inquired as to whether this is the right time, since nothing will be purchased until the new administrator is hired. Wendi Lindquist stated that staff felt it would be necessary to reserve that money and say no more than \$3,000 so that when the new administrator is hired this technically is already taken care of.

Mayor Schneider inquired as to where the other computer the past city administrator used was. Wendi Lindquist stated that Ken did not operate with a computer in the latter years; one was ordered when Dan Johannek came on board; the computer that Wendi was using at the time needs to be cleaned up and is on its way out; it may not hold enough memory to function and perform some website maintenance.

Jon Nowaczek stated it would probably come in below \$3,000 but it would be a good range.

Sharon Ridgway moved, seconded by Jon Nowaczek to set aside the funds to purchase a new computer for the city administrator. Sharon Ridgway amended the motion, seconded by Jon Nowaczek, to not exceed \$3,000. Motion passed unanimously.

Discuss City Administrator Candidates (cont.). Mayor Schneider stated that they discussed Candidates A & B and discussed some strong and weak points and stated they would appreciate Dan's input.

Dan Johnson stated that they all came through better on different things – how do they weigh those things – some interviewed better, some psychological profiles were better than others, some background checks came back better than others. Dan Johnson stated he would eliminate Candidate A, and is concerned that Candidate C didn't return some information requested; Johnson stated he didn't see any negatives on Candidate B.

Jon Nowaczek inquired as to why Dan Johnson would eliminate Candidate A – Dan Johnson stated it was because he isn't convinced that candidate had the experience required and is concerned about some items in the background check. Dan Johnson stated that Candidates B & C have more of the experience required.

Dan Johnson stated he has gotten positive and negative comments from the sources he has checked out; you don't have a long career in public service without being knocked around a little bit, having some ups and downs; people can learn from those events.

Sharon Ridgway discussed more of what she learned about the candidates

Further discussion among the Council regarding the candidates.

Chief Gannaway stated these were just surface background checks. Dan Johnson stated he wants someone who has the background, experience and judgment to

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handle situations. Dan Johnson inquired to Chief Gannaway as to whether its significant that one of the candidates did not have a full background authorization. Chief Gannaway stated that a release of information is significant. Chief Gannaway stated that it sounds like everyone has several reservations about the candidates; the first option is to dig deeper into the backgrounds; the second is to start over.

Sharon Ridgway stated maybe it would be wise to contact the finalist who couldn't make it due to health problems, or someone else on the list.

Jon Nowaczek suggested doing more thorough checks on Candidates B and C.

Dan Johnson inquired to Chief Gannaway as to how to go about finding someone to do the further background checks. (Chief Gannaway stated earlier he should not be the one to do it because this person could be his potential employer).

Dan Johnson stated maybe it would be a good idea to do further background checks and while that's going on, take a look at some other people.

Mayor Schneider stated that budget time is coming up and the City needs someone to help out with that, a decision needs to be made.

Sharon Ridgway stated there is one candidate everyone wants to throw out, but they don't match. If background checks are going to be done, they should be done on all of them.

Bob Kamps inquired as to whether the further background checks would be on professional issues, not personal ones. Jon Nowaczek and Sharon Ridgway stated it should be the whole "person." Chief Gannaway inquired as to the parameters of the background check. Sharon Ridgway stated talk to the neighbors. Further discussion about background check.

Wendi Lindquist inquired as to whether the Council will proceed with all three candidates. Sharon Ridgway stated it should be done on all three. Mayor Schneider stated that because Candidate C didn't comply with the City's requests, that candidate should be eliminated.

Dan Johnson stated he didn't have a problem with eliminating someone who doesn't comply with the City's requests. He doesn't see any negatives on Candidate B – when is it enough to stop digging. If there will be something disruptive to City business he would like to know about that.

Jon Nowaczek stated that if this were a commercial enterprise there would be the interviews, resumes, and references to go on – without the benefit of the background checks. Candidates would be included or cross out candidates based on feelings of how fit they are for job. Jon Nowaczek further stated he couldn't eliminate any of the candidates based on their fit for the position. Possibly could eliminate Candidate C for not providing requested information.

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Dan Johnson stated that at some point the rumor chasing has to stop and a decision needs to be made. Johnson further stated that to move the process along the Council could engage in some contract negotiations with the ones that are left tonight.

Jon Nowaczek stated that all of the information should be in front of them before negotiations are started.

Jon Nowaczek moved to eliminate Candidate C from further discussion. Dan Johnson seconded the motion. Motion passed unanimously.

Mayor Schneider suggested having second interviews with Candidates A & B to ask them questions about specific issues.

Bob Kamps inquired as to if the Council could ask specific questions. Wendi Lindquist stated she would have to check with the city attorney; Chief Gannaway stated he heard about some of the issues unofficially.

Further discussion regarding questions that can or can't be asked.

Jon Nowaczek stated that anything relating to work history could be asked. Mayor Schneider stated that he wasn't comfortable with Candidate A because they just didn't have the experience. Dan Johnson also stated that Candidate A didn't have a background of being a "people manager."

Mayor Schneider suggested doing a further background check on Candidate B and have that individual come back for a second interview.

Bob Kamps stated that Candidate C has been eliminated, why not do a further background check on Candidate A and B at the same time.

Mayor Schneider stated that Candidate A interviewed well, but that individual doesn't have the experience as an administrator and it would cost more money for the background checks.

Wendi Lindquist confirmed that a further background check will be conducted on Candidate B.

Discussion regarding the profile results for Candidate B. Discussion regarding hiring a firm or an individual to perform the further background check for Candidate B.

The Council agreed to set up a special meeting for May 28 at 7:00 p.m. Dan Johnson stated if they could come to a decision at that point he would like to wrap up the contract and announce their decision in the June Council meeting.

Mayor Schneider stated he would contact Candidate B to see if that individual could attend the meeting on May 28.

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Approve Resolution Appointing Part-Time Officer. Chief Gannaway stated that the City lost two part-time officers, this is just replacing them, there will be no budget increase. The City has 5 part-time officers and they are critical to the mission of the police department. Dan Johnson inquired about the turnover of part-time officers. Chief Gannaway stated it varies – they are full-time licensed and they do the same thing the full-time officers do. It is kind of an apprenticeship for them, they go on to bigger and better positions.

Dan Johnson moved to approve the resolution hiring David Wulfing as a part-time police officer of the City of Bayport's Police Department effective May 14, 2003. Sharon Ridgway seconded the motion.

Upon roll call being taken, the following voted via voice:

Bob Kamps – aye  
Dan Johnson – aye  
Rick Schneider - aye

Jon Nowaczek – aye  
Sharon Ridgway – aye

**ADJOURN**

Jon Nowaczek moved to adjourn the meeting. Dan Johnson seconded the motion. Motion passed unanimously. Meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Wendi Lindquist  
Acting Administrator