

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
TUESDAY, JANUARY 19, 2021 - 8150 BARBARA AVENUE**

****Hybrid In-Person or Zoom Virtual Meeting****

A. Call to Order and Roll Call:

The City Council of Inver Grove Heights met in a Special Session on Tuesday, January 19, 2021, in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Bartholomew called the meeting to order at 4:00 p.m.

Present In-Person were: Council Members Piekarski Krech, Dietrich, Gliva, and Murphy; City Administrator Joe Lynch, City Clerk Rebecca Kiernan, Community Development Director Heather Rand, City Attorney Bridget McCauley Nason, Police Chief Melissa Chiodo, and Finance Director Amy Hove.

Present Via Phone or Zoom: Fire Chief Judy Thill and Public Works Director Scott Thureen.

1. Discuss 2021 Legislative Platform and Bonding Requests.

City Administrator Joe Lynch stated annually the City Council considers and adopts a Legislative Platform to help inform our Community and others of our Agreement with several issues. The City is represented by three Agencies:

1. League of Minnesota Cities
2. Association of Metropolitan Municipalities
3. Municipal Legislative Commission

Legislative Agendas are something to make aware to the State Senator and Representative. If the City comes to the State with needs, they would be aware of what the City considers important.

He stated the second portion is a Bonding Request. There are four items. Direction from Council is needed if any, all, or none, are important and/or priorities for the City. Meetings will need to be established with the Senator and Representative to see if there is a possibility of receiving Bonding money. 2020 was a Bonding year, 2021 is not expected to be but there may be small local projects that would make their way into a smaller Bonding Bill.

He stated he is looking for agreement, input, comment, or feedback on the items specified and any changes desired. This item will be placed on the Council's Consent Agenda for approval on January 25th. Direction is needed on the Bonding items and their prioritization. He stated he would give the Council feedback on discussions he has had with the City Lobbyist, Katy Sen, from Messerli Kramer.

With the Legislative Platform, the City is a part of Organizations that try to protect local authority and local Government. When possible, they like to see decisions that local Governments are responsible for kept at the local level. They also have agreements on:

- The funding formula for Fiscal Disparities. Needs to be considered, looked over, and possibly redone.
- Local Government Aid. Currently not an Aid recipient. Not looking to change this. Looking for the potential for the formula change and perhaps redistribution of funding.
- A Net Fiscal Disparities Loser. Annually contribute approximately \$4 million dollars. 60% of all the new market value of commercial property created in the City goes into a pool and is redistributed. This formula was enacted in the late 70's early 80's, to try to redistribute wealth in the State of Minnesota, particularly in the Metro Area. The City contributes \$4 million dollars and gets back \$2 million dollars. He stated it was important to look at that formula and speak with other leaders in the State of Minnesota to see if there is a plan that can be drawn up that could more fairly distribute fiscal disparities.

City Administrator Lynch stated there are two portions for discussion:

1. Any feedback, comment, or changes on the Legislative Platform.
2. Direction on the Bonding Requests.

He stated there are specified amounts listed, discussion is needed to see if those are appropriate or specify another number. This will help while meeting with Legislators and trying to seek a Bonding request on particular items.

Councilmember Piekarski Krech stated last week she participated in the Zoom meeting about Government issues. She believes the 117th Street reconstruction needs to be #1. She commented the Public Works facility probably will not fit into a bonding issue.

Mayor Bartholomew agreed the Public Works facility would likely not fit into a bonding request. He stated the 117th Street reconstruction and modernization project is a very valid project that the City would need a lot of help. The area is not easily assessed with few properties. Councilmember Piekarski Krech stated it is a regional plus because garbage trucks drive down it. A street should be built. She felt this was most important for the economic viability of the Community. Mayor Bartholomew agreed. City Administrator Lynch stated the Lobbyist recommended that to be the strongest bonding effort.

He stated regional significance was not only because of the landfill but because of the connections with Highway 52. The on and off ramps would need better lane access. Flint Hills currently has problems getting on and off at times during rush hours. He stated the thought was to turn that into a four-lane road. The Counties desire is to swing it all the way over to 35 so it is a regional connection between 52 and 35. He stated its currently a City street that needs to be upgraded and reconstructed. City utilities would need to be removed from the center lane and put outside the road right of way. He stated the County does not like to have City services tearing up the County road in the event of a needed repair. This is a very significant costly project that involves the County, City, and State with regional significance and bears the #1 priority.

Councilmember Murphy asked if they are creating a priority list and if there would be a #2, and #3. City Administrator Lynch responded there are four items, having only one item on the list was fine. Councilmember Murphy stated he would not mind having discussion about adding the Public Works facility, that would be a big need. Councilmember Piekarski Krech agreed it was a big need but was not sure the State would agree. She stated she would rather not ask them for something like that. They could put all their attention on 117th Street. She believes they may have a better chance of getting it. She does not see the Legislature giving money for a Public Works facility.

Councilmember Murphy asked if there would be a downside to having two on the list, or a downside to asking. City Administrator Lynch responded because the expectation is that 2021 would be a small Bonding Bill, if there is a Bill at all, try to set themselves up for 2022 when they expect to have a big Bonding Bill again. He stated 117th would be something to try in 2021. Get the topic introduced with hopes 2022 is the year they would be included for some type of funding for the Public Works facility. From a strategic standpoint it makes sense, from an expectation standpoint it is not likely they would get any funding for that project in 2021.

Mayor Bartholomew asked if the Council should suggest two or three, he would be fine with two. The first being 117th Street and then discussion about the Public Works building. He asked the City Administrator if it would be wise to go in with three possibilities or two. City Administrator Lynch responded two would be sufficient. There has not been any funding or budget determined on the Rich Valley Trail Connection and does not believe they are far enough along with Heritage Village Park. The two identified, 117th and Public Works, with the expectation that Public Works would be a 2022 bonding project they would go after strongly.

Councilmember Piekarski Krech asked the City Administrator if he thought money would be received to put towards a Public Works building. City Administrator Lynch responded it was highly unlikely. The only reason she asked is to maximize whatever they can get rather than asking for something that may be questioned. She stated the City has been really lucky in the Legislature receiving a lot of money for different things that have been really helpful. She wanted to make sure to keep that. She suggested later possibly adding the inclusive playground. She commented it is a regional amenity, it has to have regional participation.

Mayor Bartholomew agreed he does not see Bonding coming through with the Public Works building. He does see the need with Heritage Village Park. If prioritizing, he would put 117th first and then Heritage Village Park. Councilmember Piekarski Krech asked unless they can figure out a way to make the Public Works facility benefit more than just the City. She stated for example the Training Center next to the new Fire Station. That helps with other Communities coming into Inver Grove Heights to train.

Councilmember Dietrich asked if there were implications in asking for the Public Works facility. City Administrator Lynch responded its hard asking local Legislatures to put their name on Bills and then are not funded. If done multiple years, one could "wear out your welcome". He suggested going after strategic issues that have significant impact for other Governmental Agencies, such as State and County. 117th Street does, the Public Works facility does not. He stated they may be able to bring that item in if able to acquire the property. The trail around the waterbody behind City Hall needs to be fixed. It has been underwater and inaccessible for years and would need to be located at a different level. Another item is the runoff issue, it is a MnDOT Pond that takes water from Barnes, Highway 55, the City facility, and two properties the City owns at the end. Stormwater and water quality could be an approach. He stated the cost of Lobbying is another item. They pay Messerli Kramer and Katy to help. When having specialty situations, for example, if something were to happen with the Landfill, it is not included in the Lobbying Contract. If there was another item such as that the City would have to pay a cost over and above the general lobbying.

Councilmember Murphy asked if there was value in asking. He commented that maybe there was not as much value in the ask as one might think. He agreed 117th was more important. Councilmember Piekarski Krech asked if they could get money to purchase the land because it is a State Trail. It is the States trail and pond, would they help purchase the land to fix their problem. It would not cost as much, but there could be a chance.

City Administrator Lynch responded that may make a bit more sense, but the lower the City goes, the question may be asked as to why they need the State. He suggested a strategy be to identify one project, 117th Street. He stated the Bonding Committee goes out in the summertime, that would be an opportunity to have them come here, look at the site, discuss the trail, and start to set things up that way. The project could get put on their list as they go through the process in 2022 to get funding for reimbursement for the land, final design costs for Public Works, or if there is remediation of land, or fixing water quality issues for the State. That may be the opportunity to get funding at that time.

Mayor Bartholomew asked the Council if 117th Street should be the primary focus. There is also land acquisition for the building or the park. Councilmember Piekarski Krech suggested having the Lobbyist put those two out there for feedback. She suggested the group for the Inclusive Playground get together in the meantime. Those groups could start being more forceful about what is wanted. She commented it would be a regional amenity.

Mayor Bartholomew asked if it made sense to come in with the primary and have discussion regarding the other two. City Administrator Lynch responded the strategy would be to identify 117th as Priority #1. Priority #2 would be the Public Works Maintenance Facility with subpoint "a" for land acquisition, and subpoint "b" for stormwater or water quality improvement. He stated they could let Katy help determine how to approach from a Bonding request in 2021 or set the City up for 2022. Councilmember Piekarski Krech suggested Katy put feelers out to see

what the feeling is. She commented Inclusive Playgrounds are a big thing now, Dakota County should be helping more.

Mayor Bartholomew stated he would rather go in with two. 117th and land acquisition help with the Public Works Building. City Administrator Lynch stated with the Legislative Agenda Platform, there are no changes to the language as proposed. This would be on the Consent Agenda on January 25th. The Bonding Request Priority #1 would be the 117th Street Reconstruction and the ask for \$2 million dollars. Priority #2 would have two subsets; "A" land acquisition (a cost would be identified with this). Subset "B" would be stormwater or water quality improvement of MnDOT Pond. This will also be on the Consent Agenda. Mayor Bartholomew agreed. He responded about the platform and issues stating he agrees with all. If they are in an order, he would like to see fiscal disparity up higher along with Local Government Aid.

2. Considerations of Open Senior Management Level Positions and Organizational Structure. Positions to be discussed: City Administrator, Parks and Recreation Director, and Public Works Director.

City Administrator Lynch stated additional information has been given to Council. An Organizational Chart has been provided. One has all positions with current incumbents, one is without names to get a clear vision to the number, type, and alignment of positions. He stated he has a memorandum from 2019 when there was consideration of structure changes. There are three positions that would be open by the end of February:

1. Parks and Recreation Director. (Currently Open)
2. City Administrator
3. Public Works Director

There are short term and long-term considerations.

In the short term:

- Consider interim facilitation. Staff will need someone to help make higher level decisions on a regular basis, be it weekly or monthly.
- Also need someone to talk with the City Council about ongoing projects, status, and updates.
- Staff Liaison for the Park and Recreation Commission and for the Public Works Director to help with road construction. Road projects begin in February for the year 2021 when weight restrictions come off.

Options for each in the short term:

One option would be if there is anyone from within the organization for each position.

- For the Park and Recreation Position, there is not anyone that is interested. In his conversation with the former Parks and Recreation Director, due to the workload with Recreation Programming, the Community Center, and Parks Maintenance, it would be an overwhelming task for anyone currently in the organization.
- In Public Works. Same type of situation. Due to road projects that need to be designed, put together for bid, development happening, review of those plans, and meeting the expectations and standards of the City, there is not currently an internal candidate for an Interim position.
- For the City Administrator position. Someone has stepped up and said they would be willing to serve in an Interim Role. It would be the Community Development Director, Heather Rand. He stated he finds her to be extremely capable, professional, qualified, and able to do the job in the Interim.

Depending on the schedule, longer term considerations and decisions. This could be a five- or six-month timeframe. Depends on when individuals can start. In the Director level position, people coming from other Communities have at least a two week or more notification and departure timeframe.

He stated the longer-term option comes down to having the processes be professionally managed. An individual or firm would be in charge of each. Someone would help establish a marketing piece for the City to attract Candidates. There is also a built-in client list. They could actively recruit Candidates in each of the areas and

would help manage the Public Selection process. Information about Candidates is not public until they are considered to be a finalist. One has to be careful about providing Candidate information that should not be shared.

He stated there was discussion about the potential for restructure. In light of the fact there are three positions open, a City Administrator should be hired as the top Executive and reports to the City Council. That person should be on board before having serious discussions and have that person be a part of those discussions. He suggested holding off until the person is hired, then proceed. It may mean longer interim periods for Public Works and/or Park and Recreation positions.

City Administrator Lynch stated with the Public Works position, there are not ready-made solutions. There is not a pool like there is for City Administrators. He has spoken with the Public Works Director who is getting information from consulting firms, which is more typical of what is done. This method has someone with a professional Engineers Degree and Certification to serve in the role on an Interim basis. The challenge is the hourly rate charged, it is typically two to two and half times what is currently paid because they are working for a firm. He stated to make sure to have someone with that degree and expertise so expectations are met and can sign off on plan sets.

He suggested the following recommendations:

- His recommendation is to appoint Heather Rand as the Interim City Administrator. That the Mayor and Council negotiate the terms and conditions with her for that position. He stated they may need some back fill help in Community Development with current projects and may need some help on the executive support end as the Interim City Administrator.
- For the position of Interim Parks and Recreation Director he recommends Council consider the individual that was provided in the information Council received prior. This will be on the January 25th City Council Meeting Agenda.
- Recommends Council direct the City Administrator and Public Works Directors to seek Request for Proposals (RFP) from Engineering Firms to serve as Interim Public Works Director. Proposals may be brought forward and make a recommendation possibly at the January 25th City Council Meeting. That may be too soon based off the response time.
- Recommends Council move forward with drafting an RFP (Request for Proposal) to fill all three positions for the Parks and Recreation Director, Public Works Director, and the City Administrator, through a professional consulting search firm and utilizing their process for each.

Mayor Bartholomew stated the above mentioned will be discussed and brought back before the Council on January 25th. At that time, the Council would be looking for immediate resolution as to the Interim City Administrator. City Administrator Lynch responded the most immediate would be the Interim City Administrator and the Interim Parks and Recreation Director. The Public Works information would take longer and could take place at the first meeting in February. He suggested directing him to put together a Request for Proposal for a consulting search firm for all three positions, get it back to the Council for review and approval, and get it out as quickly as possible.

Councilmember Piekarski Krech asked if the search firm they had when finding a Police Chief covers all City Jobs. She was pleased with how they handled everything, did an excellent job, and were very professional. She would be comfortable using them again.

Councilmember Dietrich asked if this would be a Nationwide search. City Administrator Lynch responded if the Council would like it to be that way, it would have one type of budget, if across the Country it would be a different budget. Things to consider would be if they would be paying for the Candidates from outside the State of

Minnesota to come in. There could be expenses like hotel stays or flights. Councilmember Dietrich asked to see what those paradigms looked like. She asked who would do the negotiating. If looking for three high level positions, they are in a position to negotiate to get a better rate. City Administrator Lynch responded if a consulting firm gets all three, they could have an economy of scale, if doing them separately, they would likely pay more.

Mayor Bartholomew agreed an RFP would be appropriate. He agreed the firm that did the hire for the Police Chief was excellent. He liked the idea of the economies for scale. He stated he would entertain a nationwide search if whoever does the RFP would state the costs of nationwide, regional, and State. A decision could be made at that point. Councilmember Piekarski Krech did not believe regionally was too bad. Years back a nationwide search was done, it was extremely expensive, and they hired someone from Minnesota anyway.

Mayor Bartholomew asked if by direction, they could search that out and get further advice from the search firm as to what makes sense for the City. The size of the City, budget, size of business. There is national, regional, and State. City Administrator Lynch responded in writing the RFP there would be negotiating to answer that question more directly. The City Council would be negotiating that with them. Along with the price point, there is a timeframe. He stated they would have to think about cost, schedule, what is involved with the cost, the parameters that make it that cost, marketing piece, and recruiting. The Council can have the firm specify what is involved. He stated they would try to write a general RFP but will also include the fact they would consider a national search and ask what is involved. Mayor Bartholomew responded timeframe was just as important as cost.

City Administrator Lynch stated for clarification that on Monday, January 25th, Council would like to see the recommendation for Interim City Administrator. The Interim Parks and Recreation Director consideration has already been scheduled. If the information is available, the possibility for selection of an Interim Public Works. Council would like to see as early as possible, the parameters of an RFP. He asked if those were the steps and direction Council would like to take.

Mayor Bartholomew asked Council if that was enough time to look at the information on the proposed Parks and Recreation Interim. Councilmember Gliva suggested the position for City Administrator may be a better spot to focus. She was unsure they could make a decision on this so quickly.

Mayor Bartholomew asked if the Council should hold off for a bit and get the Interim City Administrator in place. Then look at the Interim Parks and Recreation Director with the full understanding of what they are getting themselves into. Councilmember Piekarski Krech stated from what she has read about Parks and Recreation, they need someone in there who can help. There is no current Parks and Recreation Director. She would be comfortable going with both on Monday.

Councilmember Murphy would appreciate more clarity about the "why's" for an Interim City Administrator. He was unclear. City Administrator Lynch responded there are multiple reasons:

1. They are going to need someone daily that Staff and others can go to. To make internal decisions.
2. There are weekly Department Head meetings to discuss scheduling priorities, projects, and policy considerations. Someone needs to lead the discussion and bring it forward to the City Council for consideration and discussion.
3. Going to have other Interim hires needed. The City Administrator would be the individual designated to make those types of considerations.

He stated there are also relationships with the Chamber of Commerce and the School District. Someone needs to represent the City and communicate. There is the use of the VMCC and communications about youth sports. Someone is needed in the Interim role to help. He stated the person would attend City Council meetings, be sure

the directives by the City Council are followed up on, customer/consumer questions are dealt with and followed up on.

Councilmember Murphy asked if it was a factor of time. City Administrator Lynch responded it could take 20 to 25 weeks, depending on the type of search. A national search would take longer, metro would be shorter. Councilmember Murphy asked if the hiring done by the Interim City Administrator would be permanent positions. City Administrator Lynch responded yes. The recommendation is brought to the City Administrator who brings them to the City Council for final appointment. The Council has the final determination of full-time positions. Part time and seasonal are done by the City Administrator and not typically brought to the City Council for approval.

Mayor Bartholomew stated the proposed Interim City Administrator would not become the Interim City Administrator until parting ways with the current City Administrator. The Interim would be running the City administratively as well as handling the searches for the other two open positions. City Administrator Lynch responded that was correct. It would be that way until February 28th or March 1st unless the current City Administrator's services are extended by the City Council. City Administrator Lynch stated the benefit is he would be able to meet with Heather Rand and discuss things going on in the City. A number of them need to be brought up to speed such as land acquisitions and Legal issues.

Councilmember Dietrich thanked the Community Development Director for stepping up. She stated she wanted to be conscious about what the other options were, what other Cities have done. City Administrator Lynch responded the League of Minnesota Cities has a list of Interim City Administrators. Some are retired or in transition. That list can be provided. Items included on the list of names are size of City worked in and years of experience. He stated there may be firms that furnish this similar to what Consultant firms do for Public Works. The cost, at an hourly rate, would be significantly higher. He stated he was unsure of other Cities that have done that, but typically use someone from within the Organization or from the pool list.

Councilmember Dietrich was interested in seeing the list. She wants to be cognizant and let the residents know the Council/City is taking this very seriously, exploring every avenue, and trying to make the best decision they can. City Administrator Lynch stated he would provide the list to the Councilmembers electronically.

Mayor Bartholomew asked if Council wanted to discuss this on the 25th, wait, or have time to look at the information and discuss at the first meeting in February. Councilmember Murphy stated he would rather look at it sooner rather than later. Councilmember Dietrich wanted an idea about when the information would come forward. Councilmember Piekarski Krech stated even if receiving information now, they will not be able to discuss anything if having a meeting on the 25th. She questioned what the Agenda Item would say. It was not to appoint someone.

Mayor Bartholomew commented that moving it to the first meeting in February gives Council a chance to look at all pooled candidates, the in-house Interim, if there are other Interims to look at, and then make a decision in February. Councilmember Dietrich stated that would be consistent with the Interim Parks and Recreation Director. Mayor Bartholomew stated they could hold off until the first meeting in February and do the Interim City Administrator or the Interim Parks and Recreation Director. Councilmember Gliva asked if anyone would be interviewed by then and what the Agenda Item would be on. She asked if they would have time to do any interviewing to make a selection by the first meeting in February. Councilmember Piekarski Krech responded it would depend on when they get the list. The list could have multiple people or none. She said they could receive the information and have a discussion on Monday, see if anyone sees anything, and wants to move forward with interviews. Councilmember Gliva agreed with the sooner the better.

City Administrator Lynch suggested Monday's Agenda have consideration of the Interim Parks and Recreation Director. The February Work Session could have a continuation of the discussion about an Interim City Administrator versus interview Candidates from the Interim City Administrator list from the League of Minnesota Cities. Information would be back and ready for discussion about Interim Public Works Director. The Council could direct that be placed on the February 8th Agenda for consideration if finished discussing going forward with interviewing candidates from the League pool or going forward with the recommendation of an internal candidate, along with the Public Works Director potential selection.

He asked if Council wanted to have an RFP. He believed they could have one ready for discussion at the Work Session with action taken on February 8th. There could be discussion about all three positions at the Work Session with potential discussion/decision on February 8th. Mayor Bartholomew stated it was important to have the RFP discussion for the Work Session. He personally was ok with the Interim Parks and Recreation Director, there is a Candidate. If there are no objections, he would like to see Council vote on this at the meeting on Monday. He asked for Council's preference.

Councilmember Dietrich responded she would like discussion at a Work Session.

Councilmember Gliva asked if there was a description for the Interim Parks and Recreation Director position for the 20 hours of work, they would be doing. City Administrator Lynch responded there should be a list of high priority items for the individual.

Mayor Bartholomew stated information would be available for the Work Session and for the meeting on the 8th. City Administrator Lynch clarified Council's desire is to have further discussion/consideration about the Interim City Administrator position. There will be data on Public Works potential candidates for discussion. He stated he was uncertain as to the conclusion of the Interim Parks and Recreation Director position and if that was to be discussed January 25th or Work Session.

Mayor Bartholomew commented if any Councilmembers want more time, he will defer for more time. Councilmember Piekarski Krech asked if it could be discussed on the 25th and have a Resolution. If there is agreement on the 25th they can get the person. She was concerned about negotiations for property going on and not having someone in the position to take care of that.

Councilmember Dietrich asked who is part of the conversations for negotiations. City Administrator responded it would be the Parks and Recreation Director, himself, the City Attorney, and the property owner and their Legal Representative. He would continue to be involved in those discussions. The Parks and Recreation Director knows the property they would like to use, the usefulness of it, and works with the park preliminary design plan. Councilmember Dietrich stated there would be two parties that "know the ropes". City Administrator Lynch agreed.

Mayor Bartholomew stated he was comfortable with this coming to them on January 25th, as was Councilmember Piekarski Krech. Councilmember Murphy stated he was comfortable with the 25th. Councilmember Dietrich agreed with the 25th for discussion and possible conclusion. City Administrator Lynch responded this would be on the Agenda under Administration, with the potential for action if chosen.

City Administrator Lynch stated there is the option to entertain comments from the public. He commented the Parks and Recreation Commission was introduced to the individual being brought forward. The feedback was they were satisfied with the experience and Resume presented by the individual.

Mayor Bartholomew asked the City Attorney about notice for public comment and if able to allow discussion. City Attorney Bridget McCauley Nason responded the meeting did not include a public comment portion in the notice, the Mayor has the right to recognize members of the public to speak on any item at any time. If the Council/Mayor chooses they could take public comments. Mayor Bartholomew stated he would entertain discussion if the Council was in agreement.

Steve Cook, 9250 Inver Grove Trail, Chair of the Parks and Recreation Commission stated two other members are in attendance, those being Commissioner Greg Stone and Commissioner Derek Schwanz. Mr. Cook stated they support the hiring of the Interim Director. There is a lot going with development and in the northwest and other areas. If it lags too long things would slow down. If hiring a City Administrator before the Parks and Recreation Director, it would really push things down the line. He stated the recent survey completed by citizens had strong comments about the Parks and Recreation program with satisfaction they hope can continue and keep the momentum going forward. He stated they advocate the Park and Recreation Commission be involved in giving input into the hiring of a new Parks and Recreation Director.

Police Chief Melissa Chiodo stated that not only do they want resident information when it comes to the hiring of the Interim position for City Administrator, she asked the Council to think about Department Heads. Everything that goes on directly impacts them in their day-to-day business and being effective as City leaders. She stated some things to consider if having an Interim and the 20 to 25 weeks it may take to hire and go with someone who is not familiar with the City. The Department is busy planning for some protests with trials that are taking place in March, and another one in May or June. Having someone come into the City that does not know what may be going on and have them leave after 20 weeks and have another person come on is going to make it difficult for them when doing these jobs. She stated she is planning for it, as well as Fire Chief Thill. All of this impacts their daily routine and everything they do. Not only does the Community have a stake in who is hired, they have a stake in every minute of every day in what they do and how it impacts them. She asked to consider Staff, how it impacts them, and what would make them successful as Department Heads.

Mr. Cook stated the Commission was very positive about Jon, who was proposed as the Interim. He has Recreation and Park experience. The combination he has had in many other Cities would help in the Interim period to keep the Parks and Recreation program going and moving forward.

Community Development Director Heather Rand stated the Administrator also provides day to day direction to Division Heads and Administration. This includes the City Clerk, HR, and IT. Someone needs to step up and provide that leadership. Those functions assist the City, but also provide services to other Department Heads. She stated many employees would be impacted. They are trying to keep things moving forward. She commented that is the interest and intent in suggesting having an Interim and/or Acting Administrator.

Fire Chief Judy Thill suggested getting an Interim City Administrator on as soon as possible. They all have different things going on with more being added as spring comes. Going to an outside Interim would have to get them up to speed and then having to get the new permanent City Administrator up to speed. She is in favor of Director Rand doing this on an Interim basis and working with her to keep things moving forward. She agreed the Parks and Recreation Director position be filled as soon as possible. She stated she was unsure of the background of the person but is supportive of doing that sooner rather than later. She requested keeping in mind that they are starting their budget process, there would be a chance an outside Interim would be steering the ship on the budget process. She stated whoever is chosen, internal or external, work closely with the Council on the budget process as it goes forward.

Public Works Director Scott Thureen agreed with what was said by the Fire Chief and Police Chief in the importance of getting an Interim into the City Administrator position. He stated Park and Recreation is important

due to what is going on with current operations. They need someone in the point position. He stated he would be able to get the information requested on the potential Consultant help with Public Works.

Finance Director Amy Hove agreed with the others stating it is vitally important to have people in the leadership roles to continue operations. There are a lot of aggressive projects going on. She stated she supports the internal Candidate for the City Administrator Interim position to keep the continuity of operations. She agreed with getting someone in the Parks and Recreation position.

Mayor Bartholomew stated the Council is aware of the challenges with three Department positions to fill. There are major projects, land acquisitions, and budget issues. He trusts the Council will work together to fill the positions with the best talented people they can find and keep the Staff in a well cohesive manner. He looks forward to the challenges and appreciates the dialog had this evening. He stated he believes we are on the right path and will continue that way. He thanked all.

City Clerk Rebecca Kiernan agreed with all that has been said so far. She commented things are changing fast, they need someone to "steer the ship". She stated sooner would be better for those who are underneath the City Administrator.

Councilmember Dietrich thanked the Commissioners for being here and for the work they do.

B. ADJOURN:

Motion by Gliva second by Piekarski Krech to adjourn the Special Session at 5:19 p.m.

Ayes: 5

Nays 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek