

**MINUTES OF THE SPECIAL MEETING
CITY COUNCIL
LITTLE CANADA, MINNESOTA**

MAY 23, 2018

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 23rd day of May, 2018 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 9:07 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL:	Mayor	Mr. John Keis
	Council Member	Mr. Rick Montour
	Council Member	Mr. Tom Fischer
ABSENT:	Council Member	Mr. Mike McGraw
	Council Member	Mr. Christian Torkelson
ALSO PRESENT:	City Administrator	Mr. Joel R. Hanson
	Assoc. Planner/Code Enf.	Ms. Jessica Jagoe
	Public Works Director	Mr. Bill Dircks
	Finance Director	Ms. Sharon Provos
	Parks & Rec/Comm. Serv.	Mr. Bryce Shearen
	City Clerk	Ms. Heidi Heller

**DISCUSS CITY
ADMINISTRATOR
TRANSITION
PLAN**

Keis reviewed the three proposals received for executive search firms to hire a new city administrator. The cost for all three of them is around \$20,000 and the schedule will be what the Council wants, within reason. The City Administrator stated that one of the other main search firms in the metro area declined because they are already working with one city right now. He suggested that the Council may want to meet with the firms first because the decision will likely be based on style and who the Council feels they fit best with. He stated that all of the firms will do the same thing. He reviewed various ways that he has seen city administrator interviews done and how city staff has been involved. He noted that there may be costs associated with bringing in out of state candidates for interviews, such as hotel or airfare.

There was discussion about options on how to do the interviews, and does each Council member want to individually talk with the candidates. The Council agreed that city staff should be involved in the hiring process.

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Keis stated that all three proposals are very close in price. There was Council consensus to have Springsted and Hue Life come in to meet with the Council next week.

The Council decided that Public Works Director Bill Dircks will be the main point person during the interim and Associate Planner Jessica Jagoe will be forwarded the City Administrator's emails.

There was Council consensus for Keis to be the contact person for the Sheriff's Department in case of a critical incident. Keis stated that Suite Living, Blake Bonjean's agreement, the cell tower sales, and closing the TIF district should hopefully be finalized before the City Administrator leaves.

Montour introduced the following resolution and moved its adoption:

RESOLUTION NO. 2018-5-118 – APPROVE CONTINUING THE SPECIAL MEETING ON THURSDAY, MAY 31, 2018 AT 5:00PM

The foregoing resolution was duly seconded by Keis.

Ayes (3).

Nays (0). Resolution declared adopted.

ADJOURN

There being no further business, the meeting was suspended at 9:48p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator