

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

JUNE 13, 2018

Pursuant to due call and notice thereof a special meeting of the City Council of Little Canada, Minnesota was convened on the 13th day of June, 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 7:00 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
	Council Member	Mr. Mike McGraw
	Council Member	Mr. Christian Torkelson
ALSO PRESENT:	Hue Life	Mr. Richard Fursman
	City Clerk	Ms. Heidi Heller

**REVIEW PROFILE
FOR CITY
ADMINISTRATOR
POSITION**

Keis stated that the meeting tonight is to review the position profile that will be used to advertise the City Administrator position.

Mr. Fursman asked the Council to first look at the profile to see if it sounds like Little Canada and states the right things for who we are looking for. Montour stated he feels it hits who we are and the type of person that we are looking for.

Keis asked if the Council was agreeable to the salary range. Discussion ensued about the existing salary range. There was Council consensus to keep the salary range as is.

Montour introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2018-6-128 – APPROVING THE PROFILE FOR
THE CITY ADMINISTRATOR POSITION AS DISCUSSED**

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

**MINUTES
CITY COUNCIL SPECIAL MEETING
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Keis introduced the following resolution and moved its adoption:

***RESOLUTION NO. 2018-6-129 – CALL FOR SPECIAL MEETINGS
ON JULY 27, 2018 STARTING AT 3:00 PM AND JULY 28, 2018
STARTING AT 8:00 AM FOR THE PURPOSE OF INTERVIEWING
FOR THE CITY ADMINISTRATOR POSITION***

The foregoing resolution was duly seconded by Fischer.

Ayes (5).

Nays (0). Resolution declared adopted.

ADJOURN

There being no further business, the meeting was adjourned at 8:17 p.m.

John T. Keis, Mayor

Attest: _____
Joel Hanson, City Administrator