

WEDNESDAY, SEPTEMBER 23, 2015 COLD SPRING CITY COUNCIL MINUTES

Mayor Robert Thelen called the meeting to order at 6:30 p.m. The following members were found to be present: Mayor Robert Thelen and Council Members Jan Dingmann, Dave Heinen, Jayme Knapp and Fran Ramler. Others present: Kris Dockendorf, and Lois Lieser.

Councilor Jayme Knapp recused himself from the meeting due to the fact that he has potential interest in the City Administrator position which is being discussed at this meeting.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE AGENDA OF THE SEPTEMBER 23, 2015 CITY COUNCIL MEETING. MOTION PASSED 4-0.

REVIEW CITY ADMINISTRATOR JOB DESCRIPTION

Upon the request of the Council, Dockendorf explained that she had made some changes to the current job description that is in place. She stated that currently, everyone is in the process of reviewing their job descriptions due to working with Kathleen Murphy & keeping current with the job equity report that we submit each year. The changes were reviewed and there were additional changes requested. Dockendorf was instructed to make the changes as stated and present it back to the Council at the September 29, 2015 City Council workshop. Dockendorf was also instructed to email the City Council members the interview questions that have been used in the past hirings.

DISCUSS PLANS FOR HIRING A CITY ADMINISTRATOR

There was discussion in regard to the timeline in which to have a new City Administrator hired and in place. It was the general consensus not to necessarily set a date, but rather take time throughout the entire process as to ensure the process is not rushed. It was agreed upon that sometime by the spring of 2016 a new administrator should most likely be hired and beginning employment. There was discussion in regard to hiring a head hunter, or agency, for the hiring process and the entire Council was in agreement as to not hire out for this service, but rather have staff handle it as they generally have with past hirings. Discussion was had in regard to the hiring committee. No definite decisions were made, but there was general discussion as to how large or small the committee should be.

ADJOURN

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO ADJOURN AT 8:44 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 4-0.

Robert R. Thelen, Mayor

Kris Dockendorf, Acting City Administrator