

**CITY COUNCIL WORK SESSION
MARCH 19, 2010 @ 12:00 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kallander called the Council work session to order at 12:05 pm on March 19, 2010, in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kallander*, Council members *EJ Cheshier*, *James Kacsh*, *David Allison*, *Bret Bradford*, and *Robert Beedle*. Council members *Keith van den Broek* and *David Reggiani* were absent. Also present were City Manager *Mark Lynch* and City Clerk *Lila Koplín*.

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience comments regarding agenda items - none.

D. WORK SESSION TOPIC

2. Select interview questions for City Clerk interviews

Kacsh stated that a question regarding the applicant's experience with Parliamentary Procedure and Open Meetings Act should be included.

The *Council* decided to use list number one in the packet. They agreed to keep numbers: 1, 7, 9, 11, 13, 14, 18, 19, 20, & 24 as they were. Question numbers: 2, 5, 8, 15, 17, 21, & 22 were completely eliminated.

Bradford stated that #3 should be worded, "What are your professional strengths and weaknesses?"

Lynch stated that the Council should consider doing phone interviews for all first applicants so that every interview is done the same way. The *Council* decided to have one set of questions in place, and if there were future phone interviews, they would develop an additional second set of questions that all the applicants would answer as well.

Cheshier stated that #4 should be read, "What software programs are you proficient in? Have you worked with a records management programs?"

Lynch stated that #6 could be read, "How do you manage conflict in the work place? Please give specific examples." The *Council* agreed with the suggestion.

Lynch suggested that after #10, the Council could say, "Tell us about your experience in working with Parliamentary Procedure." The *Council* agreed with the suggestion.

To clear up some confusion, *Kallander* asked if on #12 they could add "or records retention plan" after "vital records plan." The *Council* agreed to the suggestion.

The *Council* changed question #16 so that it stated "As City Clerk," instead of "While on duty."

The *Council* edited #21 to say, "If you were selected for the position, when would you be able to start?"

On the "Additional Interview Questions – List #2," #14 was eliminated.

Off the third list, the *Council* added #14, "Are you a notary public, and if not, is there anything that would prevent you from becoming a notary public?"

E. AUDIENCE PARTICIPATION

F. COUNCIL COMMENTS

The *Council* discussed what items would be included on the March 31, 2010 Special Meeting agenda.

G. ADJOURNMENT

M/Bradford S/Allison to adjourn the work session.

Hearing no objection, *Mayor Kallander* adjourned the meeting at 1:07 pm.

Approved: August 4, 2010

Attest: *Erika Empey*
Erika Empey, Deputy City Clerk

