

Addenda
Minnetonka City Council Meeting
Meeting of May 23, 2022

ITEM 5A – May 9, 2022 special study session minutes

After distribution of the packet, it was determined that the minutes inaccurately identified candidates as having been listed as first choice, second choice, etc. The minutes have been revised to list candidates in the order in which they appeared on the ballot, which does not necessarily indicate a ranked order of preference. The minutes also incorrectly identified the day of the meeting as Wednesday. An amended version of the minutes is attached.



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TO: City Council
FROM: Moranda Dammann, Acting Assistant City Manager
DATE: May 23, 2022
SUBJECT: Change Memo for May 23, 2022 City Council Meeting

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**Minutes
City of Minnetonka
City Council Special Study Session
Monday, May 9, 2022**

Council Present: Deb Calvert, Kissy Coakley, Brian Kirk, Rebecca Schack, Bradley Schaeppi, Kimberly Wilburn, Mayor Brad Wiersum

Staff: Moranda Dammann, Corrine Heine, Dawn Pearson

Guests: Charlene Stevens

1. Call to Order

Wiersum called the meeting to order at 4:31 p.m.

2. Introductions/Roll Call

The city staff, councilmembers and guests in attendance introduced themselves.

3. City Manager Candidate Materials and Timeline with GovHR

Stevens gave a report on the progress of the City Manager recruitment process. She gave an overview of the candidates and summarized her initial screening interviews with them. Councilmembers offered their questions and comments about the candidates.

Each councilmember provided their three top candidates and a fourth, alternate.

Councilmember Calvert

Candidates #11, #4, #1
Alternate – Candidate #2

Councilmember Coakley

Candidates #7, #11, #3

Councilmember Kirk

Candidates #1, #3, #11
Alternate – Candidate #4

Councilmember Schack

Candidates #11, #2, #1
Alternate – Candidate #3

Councilmember Schaeppi

Candidates #8, #9, #5
Alternate – Candidate #11, #4

Councilmember Wilburn

Candidates #2, #4, #3
Alternate – Candidate #11

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Mayor Wiersum

Candidates #1, #4, #11

Alternate – Candidate #2

Candidates #1, #3, #4 and #11 were selected for interviews.

Stevens then outlined the next steps in the recruitment process and the composition of the department directors and community panel. Councilmembers offered their questions and comments. It was agreed that department directors and members of the community that interact with the City Manager would be invited to be on the panel. The panel will interview candidates around the same time as the council.

Interviews with City Council were scheduled for Thursday, June 2. Additional time was also scheduled for Friday, June 10, if needed for second interviews.

Stevens indicated she would contact the four selected candidates to schedule the interviews, and that new packets of information will be provided to council. Additionally, information that can be released to the public will also be provided.

Councilmembers gave direction to Pearson on what community groups to reach out to when soliciting volunteers for the panel.

4. Adjournment

Wiersum adjourned the meeting at 5:58 p.m.

Respectfully submitted,

Kyle Salage
Elections Specialist