

**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,



Becky Koosman  
City Clerk