



**Agenda
Minnetonka City Council
Special Study Session
Thursday, June 2, 2022
9:00 a.m.
Minnehaha Room**

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|----|--|------------------|
| 1. | Call to Order | 9:00 a.m. |
| 2. | Introductions/Roll Call | 9:00 - 9:05 a.m. |
| 3. | Interview city manager candidates and discuss next steps | 9:05 – 3:00 p.m. |
| 4. | Adjournment | 3:00 p.m. |

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.



**Special Study Session Agenda Item #3
Meeting of June 2, 2022**

Title: Interview city manager candidates and discuss next steps

Report From: Dawn Pearson, Human Resources Manager

Submitted through: Moranda Dammann, Acting Assistant City Manager
Corrine Heine, City Attorney

Action Requested: Conduct interviews and discuss next steps

Summary Statement

On Thursday, June 2 during a public special meeting, members of the city council will interview the four selected candidates located in the Minnehaha room in the Minnetonka community center. Attached is the schedule for the day.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
- N/A

Background

At the Feb. 7 regular city council meeting, the council approved a contract with GovHR USA, LLC to facilitate the recruitment process for the next city manager of Minnetonka. After approval of the agreement, GovHR conducted intake meetings with the mayor and council, and department directors and managers to develop a city manager recruitment brochure. At the Feb. 28 regular council meeting, council approved the city manager recruitment brochure, search timeline and commenced the recruitment. The recruitment period ran from Feb. 29 – April 8.

At the May 9, 2022 special study session, Charlene Stevens, senior vice president with GovHR, presented applicant materials and facilitated the mayor and council's selection of candidates to interview.

During this meeting, each councilmember provided their three top candidates and a fourth, alternate. Based on those results, four candidates were selected for interviews. Candidates' names and broad experience became public on Friday, May 13 and can be found on the [Minnetonka city website](#).

On Thursday, June 2 during an open special meeting, members of the city council will interview the four selected candidates in the Minnehaha Room. Attached is the schedule for the day.

Thursday June 2, 2022

City Council

Candidate	Time	Panel
Panel Prep 9:00 a.m. – 9:15 a.m.		
Mike Funk	9:15 a.m. – 10:15 a.m.	City Council
Cindy Steinhauser	10:30 a.m. – 11:30 a.m.	City Council
LUNCH - 11:30 a.m. – 12:00 p.m.		
Phil Kern	12:00 p.m. – 1:00 p.m.	City Council
Jeff Dahl	1:15 p.m. – 2:15 p.m.	City Council
Candidate Review 2:15 p.m. – 3:00 p.m.		