

**Minutes
City of Minnetonka
City Council Study Session
Monday, Jan. 11, 2021**

Council Present: Deb Calvert, Susan Carter, Kissy Coakley, Brian Kirk, Rebecca Schack, Bradley Schaeppi, and Mayor Brad Wiersum

Staff: GERALYN BARONE, MIKE FUNK, and MCKAIA RYBERG

Wiersum called the meeting to order at 6:31 p.m.

1. Reports from City Manager & Council Members

Barone reported on the upcoming meeting schedule for the city council, and noted that city offices are closed on Monday, January 18 in observance of the Martin Luther King Jr. Day holiday.

Wiersum, Carter, and Calvert then provided reports.

2. Boards and Commissions Interviews – Planning Commission and Park Board

Wiersum stated that the city council worked with staff to broaden both the board and commission application process and the demographic representation in the board and commission applicant pool. He stated eight residents would be interviewed for the open seat on the Planning Commission, and eight residents would be interviewed for the two open seats on the Park Board. He thanked all residents who applied for the vacancies, and stated that the subsequent study sessions would be dedicated to interviews for the Sustainability Commission and Senior Advisory Board. He then stated the city's mission and vision statements.

Schack noted that although Wiersum would be the one posing the questions to interviewees, the interview questions asked were developed by the entire council as a collaborative effort.

Council then interviewed the sixteen scheduled candidates.

3. Feedback on remaining boards and commissions selection process

Barone stated councilmembers should submit their scoring of candidates by Thursday, January 14. Those scores will then be combined and sent to Wiersum for review. His recommendations for appointments would be presented at the January 25 regular City Council meeting.

Barone then requested that the council provide feedback on the interview process, so that the process can be improved if necessary at the next interview sessions.

Carter asked for clarification on how candidates should be scored, and requested that applications be screened for eligibility before being sent to council.

Barone stated that councilmembers can send in their final rankings of candidates, rather than the fully detailed scores. She also noted that candidates are being screened for eligibility before they are sent to council for review.

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Coakley stated that the interview process went well, even with candidates being heard over the phone but not seen on video.

Schaeppi and Kirk commended Wiersum for conducting the interviews.

Calvert thanked staff for their efforts to increase interest in boards and commissions and diversity in the applicant pools.

Barone outlined the next steps in the process, and the upcoming interview schedule for Sustainability Commission and Senior Advisory Board.

Council discussed the schedule, and agreed to interview twenty candidates for the Sustainability Commission, while leaving the option open to interview more if it is deemed necessary.

Carter suggested either removing the question about board/commission expectations, or making it clear to the applicants in advance what those expectations are so that they can answer the question more clearly.


Barone stated that the Sustainability Commission applicants could be given information related to its expectations and mission prior to the interview.

Wiersum suggested that, alternatively, Sustainability Commission applicants could be asked a specific question about how they would use residents who are not on the commission to help achieve its goals.

4. Adjournment

Wiersum adjourned the meeting at 10:15 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kyle Salage". The signature is written in a cursive, flowing style.

Kyle Salage
Elections Specialist