

**MINUTES OF THE
WATERTOWN CITY COUNCIL
Special Meeting Tuesday, April 20, 2010**

1. CALL TO ORDER AND ROLL CALL

Pursuant to due call and notice thereof, the special meeting of the Watertown City Council was called to order, on **Tuesday, April 20, 2010** by Acting Mayor Steve Duske at 5:30 PM in the Watertown City Hall Council Chambers.

Upon roll call the following Council Members were present: Duske, Earline King, and Rick Mann. Council member Dan Geiger and Mayor K. J. McDonald were absent.

The following staff members were present: Acting Administrator/City Clerk-Treasurer and Finance Director Steven Wallner and Deputy Clerk-Treasurer Jim Bart.

2. ADOPT AGENDA

KING MOVED, MANN SECONDED A MOTION TO ADOPT THE AGENDA. MOTION CARRIED 3-0.

3. COMMUNITY PROFILE AND JOB PROFILE

A. Presentation and Discussion

Wallner presented the information contained in the profile that will be sent to prospective candidates for the city administrator position. He explained that Senior Planner Crystal Foust and Council Member Earline King had helped provide the organizational chart and historical information.

Council Member Dan Geiger arrived at 5:43 p.m.

Wallner stated that he had put together a survey for city staff and city council members to fill out. Results of the survey were used in the headings "Position Requirements" and "Desired Capabilities". He also used desired qualities and comments listed by staff and council to use in the above headings. In some cases he combined more than one comment or quality.

Geiger stated that the position requirement should be just four years of related experience and not include master degree in public administration and two years of related experience.

GEIGER MOVED, MANN SECONDED A MOTION TO INCLUDE FOUR YEARS OF RELATED EXPERIENCE UNDER POSITION REQUIREMENTS IN THE JOB PROFILE AND ELIMINATE MASTER DEGREE IN PUBLIC ADMINISTRATION AND TWO YEARS OF RELATED EXPERIENCE. MOTION CARRIED 4-0.

Discussion followed on the advertising of the position.

DUSKE MOVED, KING SECONDED A MOTION TO AUTHORIZE THE PERSONNEL COMMITTEE TO REVIEW THE ADVERTISEMENT COMPILED BY SPRINGSTED, INC. AND RECOMMEND ITS APPROVAL. MOTION CARRIED 4-0.

Mann stated that he had other qualifications he wanted to see included in the job profile. He stated that he saw "hard worker" as a priority along with being prepared and delegating responsibility to other staff members on agenda items. Geiger agreed and suggested the following wording be used as a desired capability: "ability to complete tasks thoroughly and in a timely manner". King stated that a candidate's work ethic would be recognizable from his resume. Mann stated that he would like the city to eventually have a city manager who would have knowledge of construction, etc. Duske asked if the requirement of being "fiscally responsible" could be added to the profile. It was pointed out that among the Position Requirements it stated that the candidate be able to make decisions using knowledge and reasonable judgment.

Going over Immediate Priorities, Wallner stated he picked out four areas of concentration which he thought were of immediate concern: Downtown Redevelopment, Industrial Development, Community Residential Development and Community Relationships. Duske and Geiger suggested that the wording "Community Park" be added in the dialogue under Community Residential Development.

GEIGER MOVED, KING SECONDED A MOTION TO APPROVE THE COMMUNITY PROFILE AND JOB PROFILE WITH CHANGES FOR CITY ADMINISTRATOR POSITION. MOTION CARRIED 4-0.

4. ADVERTISING PLAN

- A. Wallner presented the advertising plan for the Community Profile and Job Profile which includes ads in the Carver County News, League of Wisconsin Municipalities website, Iowa League of Cities website, South Dakota Municipal League website, League of Minnesota Cities website, North Dakota League of Cities, MCMA website and ICMA website and regional newsletter. Total estimated cost would be \$790. There also will be some setup costs for the city's website which will be approximately \$100. Wallner stated that the anticipated time of advertising would be approximately one month. Geiger stated that it would be useless to advertise in the ICMA newsletter if it does not go out by the first week of May.

GEIGER MOVED, MANN SECONDED A MOTION TO APPROVE THE ADVERTISING PLAN FOR THE POSITION OF CITY ADMINISTRATOR WITH THE CONDITION THAT NO ADVERTISING WILL BE DONE WITH THE ICMA IF THEIR NEWSLETTER IS NOT DISTRIBUTED BY THE FIRST WEEK OF MAY. MOTION CARRIED 4-0.

5. CLOSING DATE

- A. Wallner suggested a closing date and time of noon Friday, May 28, 2010 for applications from prospective candidates.

GEIGER MOVED, MANN SECONDED A MOTION TO ACCEPT NOON FRIDAY, MAY 28, 2010 AS THE CLOSING DATE FOR APPLICATIONS FOR THE POSITION OF CITY ADMINISTRATOR. MOTION CARRIED 4-0.

6. **ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 6:47 PM.

ATTEST:

Steven Wallner
Clerk-Treasurer

K.J. McDonald
Mayor