

Friday, April 23, 2021 1:00 PM
CITY OF MINNETONKA BEACH
CITY COUNCIL SPECIAL MEETING MINUTES

Mayor Lindstrom determined that an in-person Council meeting was not practical or prudent because of the COVID 19 health pandemic and that this Council meeting was held remotely using Zoom Teleconferencing. This was done in accordance with MN State 13D.02

1. Mayor Lindstrom called the meeting to order at 1:02 p.m.

2. Roll Call: Mayor Jaci Lindstrom; Council Members: Tracey Breazeale, Susan Enlow, Steve Howarth, Vibhu Sharma, and Treasurer Chris Zinn. Staff Members: City Administrator Pat Melvin, City Clerk Heidi Honey

3. Approve Agenda for the April 23, 2021 City Council Meeting

Mayor Lindstrom stated it is with great sadness that they are meeting today to accept the resignation of City Administrator Pat Melvin and organize a process for replacement.

Howarth motion, Sharma second to approve the April 23, 2021 agenda. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.

4. New Business

4.1. Accept Resignation of City Administrator Patrick Melvin

Melvin stated he had a great time and learned a lot working at Minnetonka Beach. He has come to respect and recognize what a wonderful community it is in terms of working with staff, residents, and council. An opportunity presented itself that will enable him to better balance work and family life. Melvin's last day will be May 19, 2021.

Enlow motion, Howarth second to accept the resignation of Patrick Melvin from the position of City Administrator at the City of Minnetonka Beach. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. The motion carried.

4.2. Authorize replacement process

Lindstrom stated 14 months ago, she, Enlow and former Administrator Griffin underwent a candidate application, posting and interview process. Since then, the city administrator job description has not changed. Melvin reviewed the proposed process and timeline in the packet which was similar to last time. The timeline would begin with posting April 26 and final interviews and decision June 7. Melvin stated he had discussions with applicants from last time. Melvin will add a correction that the position has administrative supervision over Public Works, and that the minimum requirements are a degree and two years of municipal experience or five years of municipal experience. Lindstrom stated that Honey is interested in the position and will be applying. She noted a gap with the timeline and a need for an interim administrator unless council chooses to forego the process and promote her for no interruption in service. Lindstrom stated that Honey is an exemplary employee and very well qualified. Honey stated she is familiar with the responsibilities of the position and has strong relationships with vendors the city works with. Breazeale stated Honey is a phenomenal employee has been intricately involved in many facets in the city. Lindstrom stated that council is not legally required to post the position and council could promote. Council discussed that the administrator should ensure vendors are working on behalf of the city. Howarth's noted Honey's exemplary service to the city and his recommendation was to search

for other candidates and interview her with other candidates. He was amenable to expediting the process. Howarth then recommended discussing attributes needed in an administrator, specifically land use because they look to the administrator to expedite questions and answers. Enlow stated Honey has done a marvelous job but it is prudent to conduct an interview process. She recommended adding planning and zoning experience or familiarity to required Knowledge, Skills and Ability. She also stated the administrator should advocate for the city. Sharma agreed with Howarth and Enlow. Breazeale agreed with the process as discussed. Lindstrom summarized that they would follow the process as outlined but tweak it to constrict the timeline, fold in land use in interviews or the application process, and advocacy. Enlow asked to add planning and zoning familiarity in the job description. The search committee is Lindstrom, Melvin, and Enlow. Breazeale will be involved if needed. Two to three finalists will be interviewed by council.

Howarth motion, Enlow second to adopt the position profile that was just reviewed with the amendments discussed as well as the timeline imbedded in that document to be adopted for the search for the future administrator for the City of Minnetonka Beach. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. The motion carried.

5. Adjourn

Sharma motion, Howarth second to adjourn the April 23, 2021 City Council Special meeting. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.

The meeting adjourned at 1:32 pm.

Guests/Members of the Public: Nell Mathews

Respectfully submitted,

Heidi Honey, City Clerk