

MINUTES, HENDERSON CITY COUNCIL SPECIAL MEETING, MONDAY, SEPTEMBER, 12, 2011

Meeting called to order at 7:00 P.M. by Mayor Tim Nytes at the community meeting room. Present were council members Kelly Braun, Randall Tiegs, Les Mediger and Paul Menne.

City Administrator Berberich reviewed League of Minnesota Cities provided hiring information and went over other items including organizational issues; record keeping for the hiring process; the application and rating process; selection process; Veteran's Preference information; training and experience ratings processes; open meeting law requirements and the overall general selection process for hiring a police chief.

There were a total of 11 applicants submitted for the position of Henderson Police Chief by the Monday, September 12, 2011 4 P.M. deadline.

Motion Tiegs, seconded Mediger to adopt a training and experience rating process and assign the total of a maximum of 35 points for the minimum job qualifications criteria, maximum of 65 points for desirable qualifications criteria and a maximum of 5 points for Veteran's Preference criteria for a maximum total of 100 point possible and to adopt the definitions for those categories per the attached Training and Experience Rating Sheet. Motion carried.

Motion Teigs, seconded Menne to offer interviews to the 4 candidates with the highest cumulative totals in the ranking process and to offer an interview to additional candidates that have cumulative point totals within 1% of the 4th ranked candidate if there are any. Motion carried.

Motion Mediger, seconded Tiegs to adopt the following as the review and ranking process and procedures for Henderson Police Chief job application candidates: All 11 candidates will be assigned application numbers which will be used for recording purposes on the ranking spreadsheet; city council members will rank each applicant separately-members will relocate themselves to separate locations throughout the meeting room and shall not discuss the contents of any application with other members throughout the ranking process. After each applicant is ranked the applicants the city administrator shall record this ranking on the ranking summary spreadsheet and after the process has been completed for all applicants the city administrator shall provide the list of applicants who meet the interview criteria described above to the city council for approval. This list shall become official after verified by the Henderson City Attorney. Motion carried.

Motion Mediger, seconded Brown to hold a special meeting starting at 7:00 P.M. on Monday, September 19 to hold interviews for candidates for the Henderson Chief of Police. Motion carried.

Motion Tiegs, seconded Menne to approve the list candidates as submitted by the city administrator based on the criteria approved above to be verified by the Henderson City Attorney and offer interviews to these candidates on Monday, September 19, 2011 with the names of the full slate of candidates scheduled to be interviewed to submitted to the Henderson City Council for approval on Wednesday, September 14, 2011 (Candidates on the interview list become public information after interview list approval.). City Administrator Berberich is to notify all candidates of their status as soon as possible after approval of the interview list. Motion carried.

Mayor Nytes adjourned the meeting at 9:55 P.M.

Respectfully Submitted

Lon Berberich, City Clerk