

## **MEDINA CITY COUNCIL MEETING MINUTES OF FEBRUARY 7, 2006**

The City Council of Medina, Minnesota met in special session on February 7, 2006 at 6:05 p.m. in the Medina City Hall. Acting Mayor Smith presided.

### **I. Call to Order**

**Members present:** Brinkman, Weir, Cavanaugh, Smith

**Members absent:** Workman

**Also present:** City Administrator Chad Adams, Police Chief Ed Belland, Public Works Director Jim Dillman, Planner Rose Lorsung, Planning Consultant Sarah Schield, City Engineer Tom Kellogg, and City Attorney Ron Batty.

### **II. Search Process, Job Description for Public Works Director Replacement**

Adams provided an overview of the memo and research done to date.

Dillman handed out a memo describing many of the projects that public works has accomplished under his tenure and discussed the summary/purpose of a public works department and the services it provides to a City.

Adams discussed the job description and changes that have made to the existing job description, including the title and qualifications sections. Adams also summarized discussions he has had with staff, including some of their recommendations for the position.

Cavanaugh asked where the job announcement would be advertised. Adams stated at least the South Crow River News and League of MN Cities. Discussion occurred on additional options and consensus was reached that the StarTribune and MN Rural Water Association should be used also.

Adams mentioned that a "Profile of the City and Position" would also be created to attract candidates to apply for the opening.

*Moved by Weir, seconded by Cavanaugh, to approve the job description. Motion passed unanimously.*

*Moved by Weir, seconded by Cavanaugh to authorize staff to advertise and post the position under the timeline stated in the City Administrator memo.*

Councilors Cavanaugh and Brinkman will serve on the interview panel.

*Moved by Brinkman, seconded by Cavanaugh to designate Jim Dillman as an honorary resident to the City of Medina.*

**III. Adjournment**

*Moved by Cavanaugh and seconded by Brinkman to adjourn the meeting at 6:56 p.m.  
**Motion passed unanimously.***

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Bruce D. Workman, Mayor

Attest:

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Chad M. Adams, City Administrator-Clerk