

SPECIAL MEETING – SEPTEMBER 12, 2017

The special meeting of the Common Council of the City of Marshall was held on September 12, 2017 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 3:32 P.M. by Mayor Byrnes. In addition to Byrnes the following members were present: Schafer, Meister, Bayerkohler, DeCramer, Sturrock and Lozinski. Absent: none. Staff present included: Sheila Dubs, Interim City Administrator; and Jane DeVries, City Clerk. Others in attendance included Gary Weiers from David Drown Associates, Inc., Kyle Box, City Clerk effective December 1, 2017 and Deb Gau from the Marshall Independent.

Gary Weiers from David Drown Associates, Inc., indicated that he reviewed and ranked the applicants for the City Administrator position based on job related criteria and selected ten semifinalists. The Mayor and Council Members were provided with information on the semifinalists using a number system to review and rank their top 3 applicants.

At this time each member provided their top three choices and provided their reason for selecting them.

Following further discussion, it was determined that 6 applicants would be selected for interviews.

Sturrock moved, Schafer seconded, that the applicant no. 1, 5, 7, 8, 9 and 10 be selected as finalists and that Mr. Weiers would begin the background process. All voted in favor of the motion.

At this time the applicants were made public. They are:

Stephen Daly is currently a Senior Consultant for Municipal Resources, Inc. of Meredith, NH, where he has been employed for 2 years. Before that, he worked as the Town Manager for the City Bedford, NH, for 2 years, and the Director of Municipal Governance, Metropolitan Area Planning Council, Boston, MA for 14 years. Mr. Daly has also held other city management positions, and other public-sector positions. Mr. Daly holds master's degrees in Education and Public Administration and a bachelor's degree in Education.

Sharon Hanson is currently the County Administrator for Pipestone County, MN, where she has been employed for 12 years. Before that, she worked as an Account Manager for MacNeil Environmental, Burnsville, MN, and spent three years as the Environmental Health Department Head for LLMP Public Health Services. Other positions held include Lab Technician and Watershed Technician. Ms. Hanson holds bachelor's degrees in Environmental Science and Political Science.

William McCabe is currently the City Administrator for the City of St. Augusta, MN, where he has been employed for 12 years. Before that, he worked as the City Administrator for the City of St. Charles, MN, for 4 years, and the City Administrator for the City of Red Lake Falls, MN, for 2 years. Mr. McCabe holds a bachelor's degree in Accounting and Business Administration.

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Phillip Moore most recently served as the City Administrator for the City of Alma, MI, where he was employed for 14 years. Before that, he worked as the Assistant City Manager/Finance Director for the City Alma, MI, for 12 years, and the Controller for Olivet College in Olivet, MI, for 5 years. Mr. Moore has also held other public and private sector positions. Mr. Moore holds a master's degree in Public Management and a bachelor's degree in Mathematics.

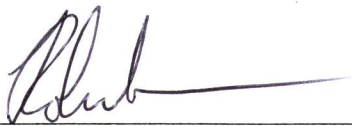
Mark Vahlsing is currently the City Administrator for the City of Kenyon, MN, where he has been employed for 3 years. Before that, he worked as the City Administrator for the City of Moose Lake, MN, for 3 years, and he served as the Executive Director of the MN Chapter of the National Association of Housing and Redevelopment Officials for 2 years. Prior to that, Mr. Vahlsing served as the City Administrator in Monroe WI, and Pine Island, MN, and held other public-sector positions. Mr. Vahlsing holds a master's degree in Organizational Leadership and Development and a bachelor's degree in Urban and Regional Studies.

Fred Ventresco is currently the Town Manager for the Town of Limestone, ME, where he has been employed for 2 years. Before that, he held temporary and consulting positions for 4 years. Prior to those experiences Mr. Ventresco was the Town Administrator for the Town of Weare, NH, and held other city management positions. Mr. Ventresco holds a bachelor's degree in Public Management and Business Administration.

Interviews will be held on October 2nd and 3rd. There was discussion on the type of panels that would be used for the interviews such as Community Panel; Leadership Staff Panel and full Council formal interview. The candidates will also be provided with a City Tour. Each Council Member was asked to provide the name of an individual for the Community Panel to Mayor Byrnes. Mayor Byrnes will review the names and add additional names to form a panel of 7 or 8 members.

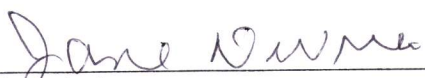
There was a brief discussion on providing reimbursement up to \$500.00 for actual expenses for the candidates to travel to Marshall.

Meister moved, Lozinski seconded, the meeting be adjourned at 4:31 P.M. All voted in favor of the motion.



Mayor

Attest:



City Clerk