

**Nowthen City Council**

**May 5, 2022**

**Work Session Minutes**

**1. CALL TO ORDER**

Mayor Pilon called the meeting to order at 5:30pm

Present: Council Member Blake, Greenberg

Council Member Rainville and Alders-Excused Absences

Also Present: Pat Melvin DDA Human Resources, Interim City Administrator  
Boyles

**APPROVAL OF THE AGENDA**

**MOTION BY COUNCIL MEMBER BLAKE SECOND BY GREENBERG TO APPROVE THE AGENDA AS PROPOSED. MOTION CARRIED. THREE AYES.**

**2. CONSENT AGENDA**

**MOTION BY COUNCIL MEMBER GREENBERG SECOND BY BLAKE TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED. THREE AYES.**

**3. CITY COUNCIL**

Mayor Pilon introduced the subject matter and turned the floor over to Pat Melvin of DDA Human Resources. Pat indicated that there are several decisions the city council must make before an advertisement can be publicized.

a) Review the Job Description

The city council discussed minimum work experience, veteran's preference, the use of the word "administrator", live or zoom recording of interviews, timelines for questions and answers, physical accommodations, duplicative sentences, and the like.

**MOTION BY COUNCIL MEMBER GREENBERG SECOND BY BLAKE TO APPROVE THE JOB DESCRIPTION AS AMENDED. MOTION CARRIED. THREE AYES.**

b) Salary Range

Pat reviewed the salary ranges of various Minnesota cities and requested that the city council settle on a salary range they can support.

The city council reviewed the minimum, maximum and actual ranges. They want to have the range be prudent but also attractive to potential candidates. Since most of the ranges were a year or two old, the council made some modest changes to bring them up to 2022 levels.

**MOTION BY GREENBERG SECOND BY BLAKE TO APPROVE A SALARY RANGE OF \$95,000 TO \$120,000. MOTION CARRIED. THREE AYES.**

c) Position Profile

Pat indicated that the profile is an important information booklet for potential candidates. It contains information that candidates value in learning about Nowthen as a potential place of employment.

Council members discussed the desired crispness of the pictures. They wanted to have the pictures be of Nowthen. Various revisions were made to correct typos and accuracy, changes were made to the organizational structure and to introduce brevity in the administrator qualities.

**MOTION BY COUNCIL MEMBER GREENBERG SECOND BY BLAKE TO APPROVE THE POSITION PROFILE WITH THE CHANGES THE COUNCIL ENUMERATED. MOTION CARRIED. THREE AYES.**

d) TIMELINE

Pat indicated that there are about 20 media spots for posting the position. Posting would begin tomorrow. The timeline has been modified already to accommodate city council calendars to the extent possible.

**MOTION BY GREENBERG SECOND BY BLAKE TO APPROVE THE TIMELINE AS MODIFIED BY DDA AND THIS DISCUSSION. MOTION CARRIED. THREE AYES.**

Boyles stated that the timeline for selection and onboarding may consume all of the month of July. His contract as presently written terminates on July 1. He asked the council, the extent to which they want him involved in the process. Council members discussed this question.

**MOTION MADE BY GREENBERG SECOND BY BLAKE TO CONTINUE BOYLES ON STAFF THROUGH THE NEXT P AND Z MEETING AND ONBOARDING IF THE NEW CITY ADMINISTRATOR DESIRES. MOTION CARRIED. THREE AYES.**

The city council discussed another test for candidates that Boyles is to put together to test their writing abilities. Boyles was directed about what they want.

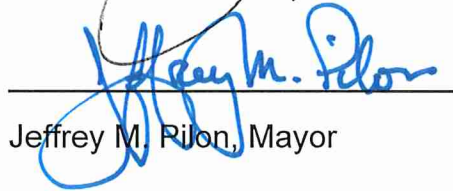
**MOTION BY BLAKE SECOND BY GREENBERG TO ADJOURN THE MEETING. MOTION CARRIED. THREE AYES.**

**The meeting adjourned at 8:12pm.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Frank Boyles", written over a horizontal line.

Frank Boyles, Interim City Administrator

A handwritten signature in blue ink, appearing to read "Jeffrey M. Pilon", written over a horizontal line.

Jeffrey M. Pilon, Mayor

**MOTION TO ADJORN BY COUNCILMEMBER RAINVILLE, SECOND BY BLAKE. MOTION CARRIED. 5 AYES.**

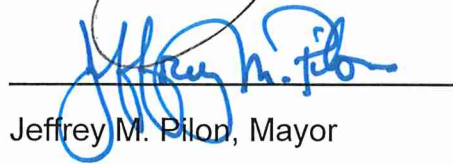
The meeting was adjourned at 8:21 pm

Respectfully Submitted,



A handwritten signature in black ink, appearing to read "Frank Boyles", written over a horizontal line.

Frank Boyles, Interim City Administrator



A handwritten signature in blue ink, appearing to read "Jeffrey M. Pilon", written over a horizontal line.

Jeffrey M. Pilon, Mayor