

**BIG LAKE CITY COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 30, 2014**

1. CALL TO ORDER

Mayor Danielowski called the meeting to order at 6:00 p.m.

2. ROLL CALL

Council Members present: Dick Backlund, Nick Christenson, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Also present: Interim City Administrator/Police Chief Joel Scharf, Accounting Clerk Deb Wegeleben, and Sharon Klumpp from Springsted, Inc.

3. PROPOSED AGENDA

Council Member Wallen motioned to adopt the proposed Agenda as presented. Seconded by Council Member Christenson, unanimous ayes, agenda adopted.

4. BUSINESS

4A. PRESENTATION – Springsted, Inc.

Sharon Klumpp, Senior Vice President from Springsted, Inc. discussed Executive Search Services they provide in the recruitment of City Administrators and Finance Directors. Klumpp noted that their process is to identify the best candidate for these positions through position analysis and development of the recruitment brochure, candidate outreach and recruitment, candidate screenings, selection of top candidates, reference checks and background records checks, and assist with the final selection of a candidate. Klumpp reviewed a tentative timeline from start to finish indicating that the process will take approximately 6 months to complete.

Council Member Wallen motioned to approve a Contract with Springsted, Inc. to conduct a City Administrator and Finance Director Executive Search. Seconded by Council Member Christenson, unanimous ayes, motion carried.

4B. Appointment of Interim Finance Director

Joel Scharf reviewed the draft Professional Service Agreement for hiring Jessica Green as a Temporary Finance Consultant at a rate of \$65.00 per hour to assist with the duties of the vacant Finance Director position until this position can be filled with a permanent replacement. Scharf also asked Council to consider appointing Deb Wegeleben as the Interim Finance Director until a permanent Finance Director is appointed.

Council Member Christenson motioned to approve the Professional Service Agreement with Jessica Green. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Christenson motioned to appoint Deb Wegeleben as Interim Finance Director. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Joel Scharf provided a brief update on discussions with Cinnabar related to utilities and property acquisition by Burlington Northern Santa Fe Railroad.

5. ADJOURN

Council Member Christenson motioned to adjourn at 7:12 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Recorder

01/14/15
Date Approved By Council