

**Brainerd, MN  
October 17, 2017**

Pursuant to due call and notice thereof, the adjourned meeting of the Brainerd City Council was called to order at 6:00 P.M. by Council President Pritschet.

Upon roll call, the following members were noted as present: Lambert, Stunek, Bevans, Badeaux, Johnson, Hilgart, Pritschet and Mayor Menk. Also present were Gary Weiers, David Drown Associates Company (DDA); Chelsea Perkins, Brainerd Dispatch; and Kris Schubert, HR Coordinator.

### **City Administrator Hiring Process**

The Chair welcomed Mr. Gary Weiers, DDA Company, who assisted the Council in selecting the top finalists for the City Administrator position. All candidates were referenced by Candidate number and not name during this process.

The Council selected the following five candidates to interview which are in no particular order:

1. Candidate #2 (Scott Mareck)
2. Candidate #4 (Cassandra Torstenson)
3. Candidate #7 (Bill McCabe)
4. Candidate #8 (Michael Kornmann)
5. Candidate #10 (Matthew Fulton)

Council discussion took place regarding the need or want for a sixth potential candidate. The consensus was to interview only five individuals and not to have a backup.

Mr. Weiers inquired about the following options for reimbursement for travel expenses:  
1) Do nothing 2) Set a dollar amount and turn in receipts 3) Hotel the night before the interview up to \$150 if needed.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE A HOTEL STAY LIMITED TO \$150 FOR THE NIGHT PRIOR TO THE INTERVIEW FOR A CANDIDATE TRAVELING A DISTANCE THAT WOULD JUSTIFY AN OVERNIGHT STAY.

Mr. Weiers explained interview components and options.

The Council agreed to provide a city tour, an interview with the Department Heads as a group, and a final Group Interview with council which will result in about 5+ hours of interview time. The interview date was schedule for Wednesday, November 15, 2017 with Council interviews to start at 2:00 p.m. to approximately 7:00 p.m. with a dinner break to follow. There will be a lunch break with box lunches delivered and 30 minutes for dinner after the interviews with a completion time about 8:00 p.m.

The Council decided not to hold a Community Meet and Greet event, host a meal with candidates, or have Council Members meet one-on-one with the candidates.

October 17, 2017

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO INTERVIEW CANDIDATES #2, #4, #7, #8 AND #10 ON NOVEMBER 15, 2017 FROM 2:00 – 7:00 P.M.

**Adjournment to:**

Planning Commission Meeting – October 18, 2017 at 6:00 p.m. – City Hall Council Chambers

City Administrator Interviews – November 15, 2017 at 2:00 p.m. – City Hall Council Chambers

The Chair adjourned the meeting at 6:47 P.M.

---

James M. Thoreen  
City Administrator

October 17, 2017