



## **SPECIAL CITY COUNCIL AGENDA**

**PUBLIC MEETING ROOM**

**TUESDAY, FEBRUARY 20, 2024**

**4:30 PM**

- 1. Call to Order/Roll Call**
- 2. City Administrator Recruitment**
  - A. City Council Interviews of Finalists
    1. 4:45pm - Craig Clark
    2. 5:35pm - Jessica Kinser
    3. 6:25pm - Matt Skaret
    4. 7:15pm - Kevin Bushard
- 3. Items for Discussion**
  - A. Selection of new City Administrator
- 4. Adjournment**

**NOTE:**

**CC** Closed Captioning of Council meetings available on FCTV.

Please contact the City Administrator's Office if you need special accommodations related to a disability while attending the City Council meeting.



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:**  
**FROM:** Tim Murray, City Administrator  
**MEETING DATE:** February 20, 2024  
**SUBJECT:** City Council Interviews of Finalists

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### Background:

The City retained the firm of David Drown Associates (DDA) for the recruitment of a new City Administrator, due to the pending retirement of the current Administrator at the end of March. After reviewing and discussing the applications, the City Council selected four finalists for interviews. In addition to interviews with the City Council, each of the candidates will also be interviewed by the City's Leadership Team, comprised of the department heads and administration staff.

The City Council interview schedule is as follows, being held in the Public Meeting Room on the 1st Floor of City Hall:

- 4:45pm - Craig Clark
- 5:35pm - Jessica Kinser
- 6:25pm - Matt Skaret
- 7:15pm - Kevin Bushard

Prior to the interviews, there is a Community "Meet-and-Greet" with the candidates, to be held from 3:30pm to 4:30pm in the Council Chambers at City Hall. The public is encouraged to come and meet the four finalists, and may submit comments that will be reviewed as part of the selection consideration by the City Council.

After completing the interviews, Staff from DDA will share feedback from the Leadership Team interviews as well as comments from the "Meet-and-Greet". Council will then deliberate and hopefully reach agreement on the selection of one of the finalists for the City Administrator position. Otherwise, the Council should provide DDA with direction on what additional information or actions they would like in order to reach a decision.

**Recommendation:**

Conduct Interviews of City Administrator Finalists

**Attachments:**

1. Cover Memo from DDA
2. Final Interview Schedule
3. Council Final Interview Preparation
4. Final Interview Rating Form

February 9, 2024

Honorable Mayor and Council Members  
City of Faribault  
208 1<sup>st</sup> Avenue NW  
Faribault, MN 55021

**RE: Final Interviews**

Dear Mayor Voracek and Council Members,

The Council is about to begin the final stages of the City Administrator selection process. The position was advertised on November 17, 2023, and applications were received through December 21, 2023. There were 38 applicants for the position, and candidates were initially ranked based on experience and education.

This file contains the schedule and general information about the process.

1. Schedule
2. Interview questions for full Council interviews
3. Interview guidelines
4. Council member rating form
5. Position profile
6. Job description

The links provided in the email, as well as below, pertain to each candidate and include:

1. Finalist profile including reference and background information
2. Work Personality Index
3. Intellectual Profile
4. Information Disclosure
5. Video Interview
6. Cover letter
7. Resume

Profile Links **(PRIVATE/NON-PUBLIC INFORMATION NOT TO BE SHARED!)**  
*(links removed for Council Packet)*

Please note: Records will be retained as per City policy and State Statute.

**MUCH OF THE INFORMATION CONTAINED IN THESE FILES IS CONFIDENTIAL OR NOT PUBLIC INFORMATION. PLEASE TREAT THESE MATERIALS WITH THE UTMOST RESPECT, AND DO NOT MAKE THIS INFORMATION AVAILABLE TO ANYONE.**

Sincerely,



Liza Donabauer  
Management Consultant

# Faribault City Administrator Interview Schedule February 20, 2024

## **Tuesday, February 20, 2024**

Activities for February 20<sup>th</sup> include Department Head Panel Interviews, a Community Meet & Greet, and a Formal Panel Interview with the Council. Finalists will have access to the 2<sup>nd</sup> Floor "Library" Meeting room between activities.

Staff to advertise Council Meeting proceedings from 3:30-9:30 p.m.

| <b>Time</b>                 | <b>Item</b>                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2:15 p.m.</b>            | Department Heads meet with DDA Consultant for a brief orientation.<br>Location: 3 <sup>rd</sup> Floor Conference Room                                                                                                                                                                                 |
| <b>2:30; 4:45-7:15 p.m.</b> | <b>Department Head Panel Interviews:</b> (45-minutes)<br>2:30 Craig Clark<br><br>Location: 3 <sup>rd</sup> Floor Conference Room<br><br>(See blue schedule for details.)<br><br>(Written feedback will be obtained by DDA Staff to relay to Council following final interviews.)                      |
| <b>3:30 – 4:30 p.m.</b>     | <b>Staff/Community Meet &amp; Greet.</b> City Council invited to attend Meet & Greet to observe interactions. (Please do not discuss interactions or observations until after the Council Meeting)<br><br>Location: Council Chambers<br><br><i>Appointed staff person to obtain written feedback.</i> |
| <b>4:30 p.m.</b>            | Council to arrive at Public Meeting Room for brief orientation with DDA.                                                                                                                                                                                                                              |
| <b>4:45 – 8:00 p.m.</b>     | <b>Formal Panel Interviews</b> with the Council. (45-minutes)<br><br>Location: Public Meeting Room<br><br>(See blue schedule below for details)                                                                                                                                                       |
| <b>8:10 p.m.</b>            | <b>City Council:</b> Consultant to share feedback from the Department Head Panel Interviews and Staff/Community Meet & Greet event.                                                                                                                                                                   |
| <b>8:25 p.m.</b>            | <b>City Council:</b> Deliberation and decision                                                                                                                                                                                                                                                        |

Formal Panel Interviews with City Council and Department Heads:

| <b>Time</b>      | <b>City Council Panel</b> | <b>DH Panel</b>       |
|------------------|---------------------------|-----------------------|
| <b>4:45 p.m.</b> | Craig Clark               | Jessica Kinser        |
| <b>5:35 p.m.</b> | Jessica Kinser            | Matt Skaret           |
| <b>6:25 p.m.</b> | Matt Skaret               | Kevin Bushard         |
| <b>7:15 p.m.</b> | Kevin Bushard             | <i>Feedback Forms</i> |

If a consensus is reached, Council to take formal action in the form of a motion. The motion is "to offer the position of the Faribault City Administrator to and negotiate the terms of employment with \_\_\_\_\_."

This action allows the Council to designate a negotiating team and terms to eliminate the need for additional Council meetings. The final terms of employment would be officially acted upon at a future Council meeting.

**DDA****Human Resources, Inc.**  
*a David Drown Associates Company*

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Waconia, MN 55387  
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[liza@daviddrown.com](mailto:liza@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)

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## **City of Faribault Interview Preparation**

The City of Faribault is about to embark on the final stages of the interview process. This process involves a community meet & greet, a department head panel interview, and a formal panel interview with the full Council. The following is a summary of expectations for the process followed by more general interview information.

To ensure fairness in the process please observe the following:

1. Refrain from discussing candidates with other Council Members until the designated discussion timeslots as set on the agenda. The appropriate time for discussion is after all the interviews are complete and initial candidate rankings have taken place during the deliberations process.
2. Upon conclusion of the final interviews, please complete the Interview Rating Form included in this file. This form can be publicly released upon request.
3. The rankings by each Council member will be recorded and then discussion about the candidates will occur. The discussion process will assist the Council with making a final decision. Ultimately, the selected candidate will be determined by a vote of the Council.
4. Council Member notes are part of the record, and therefore could be public information under certain circumstances.
  - a. The notes will be compiled by Liza Donabauer, DDA Human Resources, Inc.

## **General Interview Preparation**

What follows is general guidance for participation in an interview process. The vast majority of this information was taken from the *League of Minnesota Cities Sample Human Resources Policy Manual* and includes minor revisions that do not alter the content.

### **Interviewing Overview**

The main purpose of a job interview is to gather job-related information about the candidate. To gather relevant information, you need an open and honest interview. Interviewing is a skill that can be learned, but it takes preparation and practice. Learning how to interview effectively pays dividends in helping choose the best candidate for the job and avoiding lawsuits.

### **Interview Panel**

It is well documented in psychological literature that people like other people who are like them. In other words, an individual who is white, female, Midwestern, Lutheran and 35 years old is most likely to be attracted to candidates who are also white, female, Midwestern, Lutheran and about 35 years old. While this is a very understandable human tendency, it is something that needs to be carefully watched in the hiring process in order to avoid unintentional discrimination.

In addition, panel members should understand the importance of taking professional and appropriate notes during the interview. Nothing in the interview notes should reflect any comments on attributes of the candidate that are not job-related (e.g., "candidate had blonde hair") or are entirely subjective ("candidate wore too much make-up") or are related to a protected status ("candidate seemed too

young”). It is possible that interview notes will have to be released to the candidate if a request is made under the Data Practices Act.

### **Confidentiality**

The names of applicants become public only if they are chosen for an interview by the appointing authority. In most cases, the hiring authority will be the city council or city manager. Candidates may be less willing to apply for or be interviewed for the job opening since they may not want their current employer to know they have applied.

### **The Interview**

Because the interview is part of the selection process, it is important that it be conducted in an objective, non-discriminatory manner. For this reason, most cities choose to ask the same basic interview questions of all candidates. While this is a good practice, it is equally important to ask appropriate follow-up questions of each candidate and to make sure the city has the information it needs to make an effective hiring decision. For example, if the candidate is asked to describe his or her qualifications for the job but fails to mention any education or training, it is appropriate to follow-up with, “Tell me a little bit about any education or training you have related to this job.” Using phrases like “tell me more about that” keeps the candidate talking about areas where you need more information.

*Please refer to the table at the end of this document for questions that cannot be asked under any circumstances.*

An interviewing style that encourages an honest and open interview will be more effective in helping both the city and the applicant make the right choices about the candidate’s “fit” for the job opening. Providing a warm, friendly, non-judgmental interview will not only increase the likelihood of an open and honest interview, but it is also likely to help the city avoid lawsuits from disgruntled candidates who feel they were mistreated.

### **After the Interview**

To avoid unintentional discrimination and to defend the city if there is a complaint or lawsuit, it is important that an interview panel consider only job-related qualities and characteristics in making the hiring decision.

It is also important that the interview panel form independent impressions about each candidate in their own minds before discussing the results of the interview with other panel members. It is easy to let the group influence individual panel member’s impressions otherwise. Panel members should not discuss candidates with each other until the entire interview process is completed. In addition, the interview panel should not discuss the results of the interview with others outside the panel.

**Below is an excerpt from the:**  
**PRE-EMPLOYMENT INQUIRY GUIDE**  
**LEAGUE OF MINNESOTA CITIES**  
**HR Reference Manual – Hiring Chapter**

| <b>SUBJECT</b>       | <b>YOU CANNOT ASK</b>                                                                                                                                      | <b>YOU CAN ASK</b>                                      |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>Race or Color</b> | <ul style="list-style-type: none"><li>• What is your race?</li><li>• Questions regarding color of hair, eyes, etc.</li><li>• Are you a minority?</li></ul> | <ul style="list-style-type: none"><li>• None.</li></ul> |

| <b>SUBJECT</b>                                                                                              | <b>YOU CANNOT ASK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>YOU CAN ASK</b>                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Religion or Creed</b>                                                                                    | <ul style="list-style-type: none"> <li>• What is your religious affiliation?</li> <li>• What church do you go to?</li> <li>• What is the name of your pastor, minister, or rabbi?</li> <li>• What religious holiday do you observe?</li> </ul>                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• This position is required to work (days, times). Are you able to work that schedule?</li> </ul>                                                                                                                                                                                                |
| <b>Sex</b><br><br><b>Marital Status</b><br><br><b>Pregnancy or Related</b><br><br><b>Sexual Orientation</b> | <ul style="list-style-type: none"> <li>• What are your living arrangements?</li> <li>• What is your marital status?</li> <li>• How many children do you have?</li> <li>• Are you pregnant?</li> <li>• Does your spouse work for the city?</li> <li>• Do you plan to have children?</li> <li>• Who will care for your children when you travel?</li> <li>• Questions asking who to contact in case of an emergency (until after hire).</li> <li>• What does your spouse do?</li> </ul> | <ul style="list-style-type: none"> <li>• Other than your spouse, do you have any relatives working for the city?</li> </ul>                                                                                                                                                                                                             |
| <b>Criminal History</b>                                                                                     | <ul style="list-style-type: none"> <li>• Have you ever been arrested?</li> <li>• Have you ever been charged with a crime?</li> <li>• To what social organizations, clubs, and societies do you belong?</li> </ul>                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• For most positions, questions about criminal history can only be asked AFTER the applicant has been selected for an interview.</li> <li>• Remember - past convictions are not absolute bar to employment, you must consider relationship to the job and evidence of rehabilitation.</li> </ul> |
| <b>Age</b>                                                                                                  | <ul style="list-style-type: none"> <li>• What is your age/date of birth?</li> <li>• When did you graduate from high school?</li> <li>• Can you provide proof of your age?</li> <li>• Dates of military service?</li> <li>• How old are your children?</li> </ul>                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Are you 18 years of age or older?</li> </ul>                                                                                                                                                                                                                                                   |
| <b>Handicaps</b><br><br><b>Disability</b><br><br><b>Genetics</b>                                            | <ul style="list-style-type: none"> <li>• Are you handicapped?</li> <li>• Do you have any disability conditions?</li> <li>• What is your workers compensation history?</li> <li>• What is your general health condition?</li> <li>• Have you ever been tested for AIDS?</li> <li>• Have you received disability insurance?</li> <li>• Do you smoke?</li> <li>• Are you under a doctor's care?</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• Can you perform the essential functions of the position, with or without reasonable accommodations?</li> </ul>                                                                                                                                                                                 |
| <b>Citizenship or National Origin</b>                                                                       | <ul style="list-style-type: none"> <li>• Of what country are you a citizen?</li> <li>• When did you become a U.S. citizen?</li> <li>• Do you intend to become a U.S. citizen?</li> <li>• Where were you born?</li> <li>• Where did you learn to speak a foreign language?</li> </ul>                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Are you authorized to work in the U.S.?</li> <li>• After employment, can you submit proof of U.S. citizenship, authorization to work in the U.S?</li> <li>• What languages do you speak fluently? (if job-related)</li> </ul>                                                                  |

## Candidate Rating Form

Council Member: \_\_\_\_\_

Faribault City Council  
City Administrator Selection Process  
February 20, 2024

Using the scale provided, please rate each candidate on experience, education, and the interviews. When completed, please total, and then rank each candidate based on those totals.

| <b>Candidate</b> | <b>Experience</b><br>up to 25 pts | <b>Education</b><br>up to 15 pts | <b>Final Interview</b><br>up to 30 pts | <b>Total</b> | <b>Ranking</b> |
|------------------|-----------------------------------|----------------------------------|----------------------------------------|--------------|----------------|
| Craig Clark      |                                   |                                  |                                        |              |                |
| Jessica Kinser   |                                   |                                  |                                        |              |                |
| Matt Skaret      |                                   |                                  |                                        |              |                |
| Kevin Bushard    |                                   |                                  |                                        |              |                |

### Interview Rating Components:

- Communication skills
- Clarity of ideas
- Innovative
- Articulated vision for position
- Did research on organization and community
- Understanding of position
- Theoretical knowledge
- Teamwork
- Interpersonal skills



## Request for Council Action

**TO:** Mayor and City Council  
**THROUGH:**  
**FROM:** Tim Murray, City Administrator  
**MEETING DATE:** February 20, 2024  
**SUBJECT:** Selection of new City Administrator

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### Background:

Assuming there is consensus from the Council on the selection of a new City Administrator, official action should be taken to approve that selection and to direct the negotiation of an Employment Agreement with the successful candidate. A motion (and second) should be made as follows:

*"I make a motion to offer the position of the Faribault City Administrator to \_\_\_\_\_ and authorize and direct \_\_\_\_\_ to negotiate the terms of an Employment Agreement, to be brought back to the full Council for approval."*

The intention would be to bring back an Employment Agreement for approval at the February 28, 2024 City Council Meeting, with a projected employment start date of approximately April 1, 2024.

### Recommendation:

Approve Selection of new City Administrator and designate Councilmembers and/or City Staff and/or DDA Staff to Negotiate Employment Agreement

### Attachments: