

# COUNCIL / COMMITTEE OF THE WHOLE

FRIDAY, OCTOBER 24, 2014 – 12:00PM

WARROAD CITY OFFICE / COUNCIL CHAMBERS

## CALL TO ORDER:

Acting Mayor Dick Soderberg called the Committee of the Special Warroad City Council to order at 12:05 p.m. ***Those Present:*** Councilors Dick Soderberg, Michele Vandal, Jeff Parker and Kevin Thompson. Mayor Marvin participated via conference call.

***Also Present:*** City Administrator Kathy Lovelace

## APPROVE AGENDA:

***Councilor Parker moved to approve the meeting agenda as presented.*** The motion was seconded by Councilor Vandal and carried unanimously.

## REVIEW/CONSIDERATION OF NEW AIRPORT HIRE:

Council members were given a brief summary of the personnel issues at the airport and what had transpired over the past 10 days, including the resignation on October 10<sup>th</sup> of the Airport Manager.

Councilor Parker summarized the work that the interview panel had done over the last several days interviewing 8 candidates and doing some reference/background checks. The interview panel consisted of the following members: Jeff Parker, Kevin Thompson, John Krouse, Bethany Sundvor, and Matt Rachuy.

Because of the urgency to fill two positions due to the unexpected resignation of the Airport Manager, and the critical season that we are entering, the decision was made to interview for both positions from the same pool if they met the minimum requirements as listed in our job description. After the interviews, panel members felt confident they had good qualified applicants to consider.

***Council Vandal moved to approve the recommendation to hire Jeremy Hahn as the airport manager at a Step/Grade of 11-1.*** Motion was seconded by Councilor Thompson and carried unanimously.

City Administrator Lovelace asked the Council for authorization to pay Hahn on an hourly basis for any training he was able to get in prior to his official start date, again because of the tight timeframe due to the unexpected resignation of Sundvor.

***Council Vandal moved to authorize the City Administrator to pay an hourly rate to Hahn for training hours worked prior to his official start date.*** Motion was seconded by Councilor Thompson and carried unanimously.

NOTE: Hahn's official start date will be Monday, November 3<sup>rd</sup>. This will allow for three days of training with the departing manager as her last day is set for Thursday, November 6<sup>th</sup>.

Moving on to the Assistant Airport/Park Manager's position. Parked indicated that 4 of the 5 panel members had selected the same applicant for the Asst. Manager's Position and indicated that the 2<sup>nd</sup> and 3<sup>rd</sup> choices were very close as well. Councilor Park had made some contacts with regard to reference checks/background on the top candidate, but would not pursue the other two at this time unless needed.

City Administrator Lovelace asked for authorization to make an employment offer to Jeffrey Ploof for the Assistant Airport/Park Manager's position.

*Councilor Parker moved to authorize the City Administrator to make a benefit offer to Jeffrey Ploof pending favorable reference/background reports at a Step/Grade of 5-1. Motion was seconded by Councilor Vandal and carried unanimously.*

**ADJOURNMENT:**

There being no further business, *Councilor Vandal moved to adjourn the Special Meeting of the Warroad City Council of October 24, 2014.* The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 12:30 p.m.

*Meeting notes prepared by City Administrator Kathy A. Lovelace*