

## **NOTICE OF AGENDA**

### **CITY COUNCIL SPECIAL MEETING**

Forest Lake City Center  
Forest Lake, Minnesota

**June 20, 2024 – 8:30 AM**

1. Call to Order
2. City Administrator Candidate Interviews
3. Council Deliberations and Candidate Selection (Not to begin until at least 6:00 PM and to conclude by 7:30 PM)

[Watch City of Forest Lake - Livestream](#)

4. Adjourn

**Forest Lake City Administrator  
Interview Schedule  
Thursday, June 20, 2024  
(Optional Day for Deliberations – Friday, June 21, 2024)  
1408 Lake Street South  
Forest Lake, MN 55025**

**Thursday, June 20, 2024**

Activities for June 20<sup>th</sup> include a City Council Interview Panel, a Department Head Interview Panel, a Community Stakeholder Panel Interview, a Community Tour, and Lunch.

City Staff to advertise City Council Meeting proceedings from 8:30AM – 7:30PM, Thursday, June 20, 2024, for the purposes of interviewing and deliberating finalists for the City Administrator position as well as recommending a candidate to negotiate with.

<b>Time</b>	<b>Item</b>
<b>8:30AM – 9:00AM</b>	City Council, Department Head Interview Panel Participants, Community Stakeholder Interview Panel Participants, and Tour Guide to meet with DDA Consultant (Bart Fischer) for a brief orientation.  Location: Council Chambers
<b>9:00AM – 4:00PM</b>	City Council Interview Panel, Department Head Interview Panel, Community Stakeholder Interview Panel, Community Tours, and Lunch.  Locations: City Council Panel Interviews – Council Chambers Department Head Panel Interviews – Clear Lake Room Community Stakeholder Panel Interviews – Forest Lake Room Meet for Community Tours – City Hall Lobby Lunch – Community Room  (See below for times/details)
<b>4:00PM – 4:30PM</b>	Department Head Interview Panel, Community Stakeholder Interview Panel, and Tour Guide to each, individually as groups discuss and summarize their feedback (form to be provided) for Council.
<b>4:30PM – 5:00PM</b>	Representatives of the Department Head Interview Panel, representative of the Community Stakeholder Interview Panel, and Tour Guide provide verbal feedback and written summary (form to be provided) of feedback to Council.  Location: Council Chambers
<b>5:00PM – 6:00 PM</b>	Break/Re-Charge
<b>6:00PM – 7:30PM</b>	Deliberation and Recommendation of Candidate  Location: Council Chambers

**Friday, June 21, 2024 (optional)**

If the City Council is unable to come to a consensus on the recommendation of a candidate on June 20<sup>th</sup>, the special meeting will be recessed and the Council will reconvene the special meeting on Friday, June 21<sup>st</sup> at 9:00 AM to continue deliberations and seek to recommend a finalist.

**Candidate Schedule:**

<b><u>Time</u></b>	<b><u>City Council Interview Panel</u></b>	<b><u>Department Head Interview Panel</u></b>	<b><u>Community Stakeholder Interview Panel</u></b>	<b><u>Community Tour</u></b>
9:00AM-9:55AM	Thomas Hutka	Joe Gaa	Eric Johnson	
10:00AM – 10:55AM	Eric Johnson	Thomas Hutka	Joe Gaa	
11:00AM – 11:55AM	Joe Gaa	Eric Johnson	Thomas Hutka	Devin Swanberg, Tariq Al-Rifai, Pat Oman
12:00PM-12:55PM	Lunch	Lunch	Lunch	Lunch
1:00PM-1:55PM	Devin Swanberg	Tariq Al-Rifai	Pat Oman	Thomas Hutka, Joe Gaa, Eric Johnson
2:00PM-2:55PM	Pat Oman	Devin Swanberg	Tariq Al-Rifai	
3:00 PM-3:55PM	Tariq Al-Rifai	Pat Oman	Devin Swanberg	

If a consensus is reached, it is recommended the City Council take formal action in the form of a motion. The motion is “to offer the position of the Forest Lake City Administrator to and negotiate the terms of employment with \_\_\_\_\_.”

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