

**MINUTES OF A SPECIAL MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
DECEMBER 29, 2020 6:00 P.M.**

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Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Jack Edmonds, Jenny Gerold, and Jeff Reynolds. Others present: Clerk Shawna Jenkins, and Attorney Damien Toven. Absent was Jules Zimmer

**AGENDA ADDITIONS/DELETIONS**

J Gerold would like to add a tentative hiring schedule and hiring committee under miscellaneous.

Reynolds added that the Organization Chart could be discussed under the Job Description. J Gerold responded that it could then be approved after the approval of the job description.

J GEROLD MOVED TO APPROVE THE AMENDED AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Discussion of Job Description for the City Administrator**

J Gerold felt that the City's job description was very outdated. She took some examples that the League had and combined them and the City's old one and came up with an updated job description.

**Organizational Chart Discussion**

Reynolds brought up the City's Organizational Chart and feels the Wastewater Plant should be under Public Works, as it is in many cities. J Gerold agreed.

J Gerold also said there is 2 Park Boards, so one needs to be deleted. The Fire Advisory Board should be added, as well as the addition of the Chamber of Commerce since the Council has a liaison that attends those meetings.

The building inspector should be moved to Contracted Services as well.

**Approve or Disapprove Job Description**

EDMONDS MOVED TO APPROVE THE UPDATED JOB DESCRIPTION. J GEROLD SECONDED THE MOTION.

Schumacher requested a friendly amendment to include it be pending Attorney Review.

J GEROLD AND EDMONDS ACCEPTED THE FRIENDLY AMENDMENT. THE MOTION CARRIED UNANIMOUSLY.

**Approve or Disapprove Organizational Chart**

Edmonds feels this is something that the new Council should review and approve or disapprove, and Zimmer is also absent from this meeting. the Wastewater Plant was likely separated to its own department for a reason.

J GEROLD MOTIONED TO APPROVE THE AMENDED ORGANIZATIONAL CHART. REYNOLDS

SECONDED THE MOTION. VOTE 3:1 SCHUMACHER, REYNOLDS AND J GEROLD IN FAVOR, EDMONDS OPPOSED. THE MOTION CARRIED

### **Discussion of Job Advertisement**

J Gerold had submitted a job advertisement that could be used.

The City of Princeton has a population of 4,735, with a \$4+ million-dollar general fund operating budget, a municipal liquor store fund, and airport.

We have a committed City Council and dedicated hard-working staff to help you succeed. Your job will be to take a city with a lot to offer and help us attract the next generation of residents. We want someone who enjoys working with Community Leaders to creatively solve problems, who rises to the challenge of economic development in a rural setting, and who wants to promote our City.

A Bachelor's Degree with coursework in finance, public funding, accounting, public administration, business management, or related field and extensive experience in a municipal government leadership position, or equivalent combination of education and experience required: Master's Degree preferred.

Current Salary Range: \$90,255 to \$112,815 DOQ

To learn more and apply for the job, visit our website at: [www.princetonmn.org](http://www.princetonmn.org)  
Applications accepted until position is filled.

J Gerold questioned the Council if they would like an application to be filled out and submitted with a Resume. There were some questions if Veteran's preference would apply to this position. Reynolds replied that he suggests an application be required, as it's a standard form and easier to determine if an application meets the requirements.

REYNOLDS MOVED TO APPROVE THE JOB DESCRIPTION AND THAT AN APPLICATION BE REQUIRED AS WELL AS A RESUME. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **Discuss / approve Interim City Administrator**

J Gerold had contacted the League of Mn Cities and they provided a list of Interim City Administrators. Edmonds would like to see some of them contacted to get additional information and cost.

### **Tentative Hiring Schedule**

Schumacher said he asked Jenkins to pull up the hiring schedule that was used for the Finance Director Position and use that as a template.

December 29 – Council finalizes ad, position description, compensation and process  
December 30 – February 1st – Run Ad  
February 1<sup>st</sup>, 5pm – Application due date  
February 2<sup>nd</sup> – 5<sup>th</sup> – Choose candidates and set appointment  
February 8<sup>th</sup> – 10<sup>th</sup> – Interviews  
February 11<sup>th</sup> – Council meeting - update  
February 16<sup>th</sup> -17<sup>th</sup> – Choose Candidate

February 18<sup>th</sup> – 23<sup>rd</sup> – background Check and references

February 25<sup>th</sup> – council meeting, approval of offer

J GEROLD MOVED TO APPROVE THE HIRING SCHEDULE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **Hiring Committee**

Schumacher said he asked Jackson if he would like to be on the hiring committee and he was not interested.

Edmonds said when Barbian was hired, there were also a few residents that sat in on the interviews as well as two Council members. He thinks it would be good to include Keith Butcher, and Kim Young from the Chamber on the committee as well. J Gerold mentioned maybe a School District Employee would be good addition as well.

SCHUMACHER MOVE TO TABLE THIS TO THE JANUARY 7<sup>TH</sup> STUDY SESSION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **Miscellaneous**

There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 7:00PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

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Thom Walker Mayor