



**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF THE CITY OF STACY IN THE COUNTY OF CHISAGO AND THE STATE OF MINNESOTA PURSUANT TO DUE CALL AND NOTICE THEREOF**

**SPECIAL MEETING  
JANUARY 29, 2013, 6:00p.m.  
STACY CITY HALL**

**Call to Order**

The meeting was called to order by Mayor Utecht at 6:04pm.

**Roll Call**

**Present:** Jim Ness, Mark Utecht, and Michael Carlson  
**Absent:** Cindy Bruss, and Charles Lucia  
**Others Present:** None

**Purpose of the Special Meeting**

The purpose of the special meeting is to review and take action on the Maintenance Public Works Supervisor application process.

**Discussion - Who and How to Process the Applications for the Maintenance Supervisor Position**

Mayor Utecht stated the purpose of the meeting is to decide who and how to whittle down the applicants to interview.

The council reviewed the 100 point scale (tool used to rate the job applications); several changes were made:

- Under Listed Minimums, Item 3, add wording “and respond within 30 minutes.”
- Under Additional Training and Experience Item 5, Previous Supervisor Experience – change point values:

**FROM:**

Points	1	2	3	4
Length of Time	1 year	2 years	3 years	4 or more years

**TO:**

Points	2	4	6	8	10
Length of Time	1 year	2 years	3 years	4 years	5 or more years

- Item 6, Previous Budgeting Experience

**FROM:**

Points	1	2	3
Length of Time	1 year	2 years	3 years

**TO:**

Points	2	3	4
Length of Time	1 year	2 years	3 years

Motion by Utecht to accept the point scale as amended. Second by Ness. Utecht, Ness, and Carlson voted yes. Mayor Utecht declared the motion carried.



Who is going to rate the applications?

It would seem appropriate that the two council members who serve on the Personnel Committee rate the applications.

How many applicants should be interviewed? The council agreed at five plus the current employee (should he apply) to make it six.

Should the clerk copy and remove the names on the applications and replace with numbers? The consensus was no, not create the extra work.

Should both Mayor Utecht and Member Lucia rate each application? No, split the applications.

If no applicant, or only a few meet the minimums review again for those that meet the minimums except the Class B CDL.

The interviews will be held on February 6, 2013, at 6:00p.m.

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**Adjourned at 6:59pm**

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Motion by Utecht to adjourn. Second by Ness. Utecht, Ness, and Carlson voted yes. Mayor Utecht declared the motion carried.

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Sharon MT Payne