

# Pequot Lakes City Administrator Interview Schedule October 28 & 29, 2020

## Wednesday, October 28, 2020

Activities for October 28th include a Panel Interview with the City Council and Community Meet & Greet. An Agenda must be posted for the Community Meet & Greet and Panel Interviews if there is a quorum of the Council. City participation is required in advertising the Community Meet & Greet.

**Candidates are encouraged to contact and meet with key community leaders during down time.**

Time	Item
12:45 – 3:30 p.m.	<b>Special Council Meeting</b> – Council Panel Interviews with finalists Location: Council Chambers at City Hall (4638 Main St.)
3:30 p.m.	Free Time
4:00 - 6:00 p.m.	<b>Community Meet &amp; Greet</b> with candidates (cookies and refreshments to be served). Event promoted widely throughout the community. Written invitations extended to the members of City Boards, Non-Profits, Organizations and Committees (Planning and Zoning, Parks, etc.), School officials, County officials, Chamber officials, and others yet to be identified. <i>(Council presence requested)</i>  Staff plans for proper social distancing in designated space.  DDA Consultant to <b>gather feedback from attending community members</b> to be shared with the City Council on 10/29/20.  Location: Cole Memorial Building (4285 Tower Sq.)

Wednesday’s full panel interviews with the City Council:

Time	Candidate
12:45 p.m.	Orientation
1:00 p.m.	Joan Macik
1:50 p.m.	Richard Spiczka
2:40 p.m.	Richard Baker

**(continued on next page)**

**Thursday, October 29, 2020**

Activities on October 29<sup>th</sup> include final panel interviews with the City Council. An Agenda must be published for this day as there will be a quorum of the Council from 9:00 a.m. to 1:00 p.m.

All interviews will take place at the Council Chambers at City Hall (4638 Main St.).

<b>Time</b>	<b>Item</b>
<b>9:00 – 11:35 a.m.</b>	<b>Special Council Meeting</b> – Final Interviews, Panel <i>(Snacks and water to be provided for Council)</i>
<b>11:40 a.m.</b>	Consultant to share feedback from staff. Council Deliberation and decision.

Candidates will participate in a final interview with the full City Council at the following times:

<b>Time</b>	<b>Candidate</b>
<b>9:00 a.m.</b>	Orientation
<b>9:10 a.m.</b>	Robert Barnes
<b>9:55 a.m.</b>	Kyle Box
<b>10:45 a.m.</b>	Mary Lein

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 Pequot Lakes 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.