

JAMESTOWN CITY COUNCIL  
SPECIAL MEETING, NOVEMBER 20, 2017  
OFFICIAL MINUTES

Mayor Andersen called the special meeting of the City Council to order at 10:00 AM.

Roll Call showed the following members present: Mayor Andersen, Council Members Gumke, Phillips, Buchanan and Brubakken, City Attorney Ryan and City Administrator Fuchs.

The purpose of the meeting was to allow the City Council an opportunity to interview candidates for the position of City Administrator, due to the planned retirement of current City Administrator Jeff Fuchs at the end of the year.

A brief synopsis of the procedures to be followed for the interviews as well as an explanation of the process which got the selection process to this point was given by representatives of AE2S.

The search committee consisted of Mayor Andersen, City Attorney Ryan and City Administrator Fuchs. Andrea Boe and Michelle McDonald-Trostad, from AE2S, worked with the committee through the entire process and provided all materials and contacts with the applicants. The applicant deadline was October 17, 2017, with twenty (20) applicants submitting resumes. Two (2) applicants were determined to not be qualified. From the pool of eighteen (18) remaining resumes five (5) were selected for a video interview. The video interviews were held and resulted in four (4) candidates selected and reference checks were performed using a standard questionnaire for all candidates. Following reference checks, three (3) candidates were selected for formal interviews before the City Council. One of the three (3) candidates withdrew their name from consideration prior to this meeting, citing personal family reasons.

The City Council then conducted the interview of Chris Schilken, employed by Prairie Federal Credit Union, Minot, ND, as a Loan Manager/AG & Commercial Lender/Real Estate Lender, with a standardized list of questions.

Following the interview with Chris Schilken the City Council recessed at 11:07 AM.

The City Council reconvened at 1:00 PM with all members again present.

The City Council conducted the interview of Aaron Mitchell, Finance Director of West Fargo, with a standardized list of questions.

Following the interview with Aaron Mitchell, the City Council held general discussion regarding both candidates. It was the consensus of the council members that a special city council meeting be held on November 21, 2017, to take such action deemed necessary regarding the hiring of a City Administrator.

Council Member Buchanan moved to adjourn. Seconded by Council Member Brubakken. Unanimous aye vote. Carried.

ATTEST:

APPROVED:

JEFF FUCHS, City Administrator

KATIE ANDERSEN, Mayor