

Washburn City Commission Special Meeting Minutes

Monday, April 23, 2018

6:30 p.m., City Hall

Commission members present: Thomas, Jacobson, Baumann, Boehm and Kroll.

Commissioner Thomas called the meeting to order and stated the purpose of the meeting was to review the auditor position applications.

Thomas stated he would entertain a motion to hold an executive session. Moved by Boehm and second by Baumann. Discussion: Thomas explained the purpose of the executive session is for reviewing of the City Auditor position job applications. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.27 The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to this topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

Thomas went on to say that we will now ask the members of the public who are attending the meeting to leave the room. And that we anticipate adjourning the executive session and reconvening the open portion of the meeting in thirty to sixty minutes. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll and Thomas. Nay, none.

Executive session began at 6:32 pm.

Executive session adjourned at 7:02 pm. The public was invited to return to the meeting as we are now back in open session. Thomas reminded everyone that the applications are still confidential.

Motioned to schedule interviews for the purpose of selecting finalists, Thomas and second by Jacobson. Roll call: Aye, Jacobson, Boehm, Baumann, Kroll and Thomas. Nay, none.

Jacobson stated that if we (commissioners) do interviews that we are there for all interviews, all commissioners agreed. Due to conflicting work schedules, Baumann will abstain from taking part in the interview process. Jacobson also suggested we ask the same interview questions to each candidate and use a ranking sheet.

The interviews will be held on Tuesday and Wednesday, May 1st and 2nd, 2018.

Thomas will make contact with the selected applicants, by alphabetical order, to advise the selected date and time.

Meeting adjourned at 7:18 pm.