



Watertown City Council  
Work Session

Mayor Steve Washburn  
Lindsay Guetzkow  
Adam Pawelk  
Michael Walters  
Dan Schuette

7/27/2021 - Minutes

1. Call To Order And Roll Call

Mayor Steve Washburn called the Watertown City Council workshop to order at 5:30 p.m. on Tuesday July 27, 2021 in the council chambers of City Hall.

Council Members Present: Washburn, Michael Walters, Dan Schuette, Lindsay Guetzkow and Adam Pawelk.

Staff Present: Interim City Administrator Jeff O'Neill and Administrative Services Director Lynn Tschudi.

Guest: Liza Donabauer with David Drown & Associates.

2. New Business

2.1. Discussion On Selection Of Finalists For The City Administrator Position

Liza Donabauer said the City received 24 applications for the City Administrator position with 12 semi-finalists narrowed by DDA. Each candidate completed personality indexes and video interviews.

Council then viewed the videos at their convenience prior to the work session. Each candidate was assigned a number to keep information confidential. Donabauer handed out ballots to the council and asked for each of their top 4 candidates. Donabauer read the ballots out loud. The top candidates were numbers 5, 6, and 9. Donabauer stated would like to see at least three candidates interviewed.

Mayor Washburn asked council how many candidates they would like to interview. Council agreed to interview the top four candidates to error on the safe side. The top four candidates are 6, 9, 5 and 7.

Donabauer shared ideas with council on what the in person interview day could look like. Washburn said a city tour is important. He also would like to see the council interview each candidate as a group. Council Member Guetzkow suggested having the candidates interview with staff in a more informal setting. Council Member Walters said he would like to see chamber members involved in some way as well.

Mayor Washburn said council has approved travel reimbursement for up to 90 miles. Donabauer suggested beginning the interviews at 9:00 am on August 18 and they should last most of the day.

3. Adjournment

Mayor Washburn adjourned the meeting at 6:00 pm.

**309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388**

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Mayor

ATTEST: \_\_\_\_\_  
Lynn Tschudi, Admin. Services Director

Steve Washburn,