



NORTH BRANCH

—Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Travis Miles
Councilmember

Kelly Neider
Councilmember

Peter Schaps
Councilmember

**CITY COUNCIL
SPECIAL SESSION AGENDA
MONDAY, JULY 1, 2024 @ 6:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. AGENDA APPROVAL
 - a. Approve Agenda ACTION
5. MAYOR/CITY COUNCIL
 - a. **Discussion and action to approve a candidate for the position of Interim City Administrator** ACTION
6. ADJOURNMENT

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the City Council on each Agenda item in advance from Staff and appointed Commissions; and decisions are based on this information and past experiences. In addition some items may also have been discussed preliminarily at Council Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.



Prepared By:
Ragini Varma, City Clerk / IT Director
Presenter: Ragini Varma, City Clerk / IT Director
Date: 06/25/2024

Board & Commission: City Council

Subject: Approve Agenda

Council to approve the agenda as it or with modification with a motion and second before proceeding in the meeting.

Voting Requirements:

Voting Options Simple Majority



Prepared By:
Sharon Wright, Finance Director
Presenter: Sharon Wright, Finance Director
Date: 06/28/2024

Board & Commission: City Council

Subject: Discussion and action to approve a candidate for the position of Interim City Administrator

The City of North Branch is currently in the process of hiring a City Administrator. The process for hiring a City Administrator is expected to take several months to complete. This creates a vacancy in the City Administrator position and a need to hire an Interim City Administrator.

To fill the need for this Interim position, Councilmember Peter Schaps brought forward a potential candidate for the role of Interim City Administrator. Linda Woulfe is a retired City Administrator who has helped out several of our neighboring communities in similar situations. After reviewing her resume, Mayor Kevin Scheiber, Councilmember Peter Schaps, Acting City Administrator Sharon Wright, and GIS/Parks Director Nathan Sondrol, met with Ms. Woulfe to discuss the City of North Branch needs.

Staff Recommendation:

The Acting City Administrator Sharon Wright and GIS/Parks Director Nathan Sondrol are recommending entering into a contract with Ms. Linda Woulfe as the City of North Branch Interim City Administrator until such a time as a full-time permanent City Administrator can be hired.

Recommended City Council Action:

- 1. Direct Mayor Kevin Schiever, with the assistance of legal counsel, to extend a conditional offer of hire to Linda Woulfe.**

- 2. Conditionally approve and authorize the Mayor and City clerk to sign and execute, the Interim Administrator Employment Agreement between the City of North Branch with the assistance of legal counsel as needed.**

The “condition” for Nos. 1 and 2 would be successful completion of a background check. If any issues arise, then the offer would be rescinded, and the employment agreement would therefore be not approved to be signed nor executed.

Voting Requirements:

Voting Options Simple Majority