Bassett Creek Watershed Management Commission
Administrative Options Subcommittee
Tuesday, May 24, 2005, 8:00 AM
Golden Valley City Hall

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| Commissioners present: | Ginny Black | City of Plymouth |
| | Pauline Langsdorf | City of Crystal |
| | Mayor Linda Loomis | City of Golden Valley |
| | John O'Toole | City of Medicine Lake |
| Observers present: | Elizabeth Thornton | Alternate, City of Plymouth |

Prior to the interviews questions were developed . It was agreed that Commissioner Black would be the primary interviewer.

1. What questions does the candidate have.
2. What experiences do you have that are most pertinent to this position?
3. Why are you interested in this position?
   What other commitments do you have?
   What other time commitments do you have?
4. If you were asked by a commissioner, a city staff, or a member of the public to do some research on something that would involve an unusual length of time, how would you handle this?
5. How does this fit into your long term plans?

Commissioner O'Toole asked other questions which were incorporated into both of the interviews.

1. What is the regularity of time available? What vacation times are planned?
2. What excites you about this position?
3. Are there any examples you can share of being instrumental in solving a problem that has arisen in working with a board?
4. Are there any apprehensions about the job?

Following the interviews the members present discussed the candidates.
The committee unanimously recommends to the commission that Amy Herbert be offered that position of Recorder for the Bassett Creek Watershed Management Commission.
The committee also unanimously recommends that if Amy Herbert not be able to accept this position that it be offered to Janet Kramer.

Commissioner Black will get a copy of Pat Schutrop's contract as well as other similar contracts and any that Charlie Lefevere may have.

The committee will present these recommendation to the Commission at a special meeting on Thursday, June 2, 2005.

Minutes submitted: Elizabeth Thornton