

## **June 21, 2021 Special City Council Meeting**

**MINOT CITY COUNCIL – SPECIAL MEETING – JUNE 21, 2021 AT 4:05 P.M.**

### **ROLL CALL**

#### Members Present:

Evans, Jantzer (phone), Olson, Pitner, Podrygula, Ross, Sipma

#### Members Absent:

None

### **PLEDGE OF ALLEGIANCE**

Mayor Sipma presiding and led the City Council in the Pledge of Allegiance.

### **SIX-MONTH PERFORMANCE REVIEW OF CITY MANAGER, HAROLD STEWART – APPROVED**

HR Director, Lisa Jundt, said, a comprehensive 360 evaluation was conducted and input was sought from staff, Council, and external stakeholders. They found that the tool was better suited for responses from staff rather than from Council and external feedback but they will look for other tools when revisiting the process in the future. The evaluation was sent to all direct staff, all Council members and six external stakeholders. She said she received 19 responses; 7 from City Council and 12 from staff. The external stakeholders believed it was too early in Mr. Stewart's employment to have any relevant feedback.

Alderwoman Evans had compiled the data that was received and provided a brief presentation demonstrating the scores for each category separated by Council and Non-Council responses.

Mayor Sipma said the results were pretty much what he expected for a six-month review. He brought up one of the discussion points from the Council Retreat regarding the separation of roles. He said many of the City Manager's decisions do not involve the governing body.

Alderwoman Olson said her responses to the evaluation were submitted prior to the budget tours and Council Retreat but the numbers would be higher if she completed it now.

Alderman Ross said the positive feedback should lead into the rest of the year and creates a roadmap to move forward.

Alderwoman Evans asked Mr. Stewart what he feels has gone well and what has not gone well.

Mr. Stewart responded by saying, his start with the City has been a balance of excitement and trepidation. He has spent a lot of time trying to build relationships and has been impressed by the leadership, staff and the community which all present positive challenges. His biggest challenges have been implementing changes based on his past experience. Department Heads are currently doing SDI assessments to identify strengths and weaknesses. He explained that his assessment described him as being a "HUB" which approaches decision-making differently depending on the situation. He is working to balance between a hands-off approach and getting neck-deep. He said he has intentionally taken a slow and steady approach and has refrained from making major changes during his first six months. During the budget process that is taking place over the next couple of weeks, he plans to really dive in and demonstrate his role as a City Manager. He said the staff is competent and he hopes the department head retreat in July will bring everything together and resolve any outstanding issues.

Mr. Stewart also mentioned, there is a comprehensive ICMA evaluation tool that can be used for future evaluations.

Alderwoman Evans asked if there was anything Mr. Stewart found surprising in his evaluation.

He said, he was surprised that some staff hasn't felt involved in decision-making. There were also comments about his references to previous experience in Warrensburg. He explained that he is trying to establish credibility for his

## June 21, 2021 Special City Council Meeting

actions by sharing stories of processes that have worked in other places. Previous City Managers in Minot didn't have City Manager experience so he offers a different perspective. He emphasized that he is always open to new suggestions.

Alderman Podrygula asked what the Council can do to help support the City Manger's role.

Mr. Stewart referred to the Council Retreat and said that he acts as a translator between staff and the Council. He requested the Council give staff the trust and credibility to do their jobs while continuing to support and understand individual roles.

Alderman Jantzer agreed with all of the comments that had been made and encouraged employees to make any concerns known if they arise.

Alderwoman Evans asked Mr. Stewart about his plans for the next six months.

Mr. Stewart said, the number one priority is the 2022 budget. He is also looking forward to the staff retreat and to compiling vision and mission statements for departments. The community survey is underway and should have results done by fall. He is then working to schedule a strategic planning session. Other priorities include revamping the personnel policy and rebuilding the website when time is available.

Following discussion, Alderman Ross moved the City Council accept the evaluation for City Manager Harold Stewart and increase the salary to the predetermined contractual amounts.

Motion seconded by Alderwoman Evans and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:36 pm.

ATTEST: \_\_\_\_\_  
Kelly Matalka, City Clerk

APPROVED: \_\_\_\_\_  
Shaun Sipma, Mayor