

**UNAPPROVED**

**COON RAPIDS CITY COUNCIL WORK SESSION MEETING MINUTES OF SEPTEMBER 11, 2012**

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A work session meeting of the Coon Rapids City Council was called to order by Mayor Tim Howe at 7:30 p.m. on Tuesday, September 11, 2012, in Conference Room 1.

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Melissa Larson, Paul Johnson, Jerry Koch, Bruce Sanders, and Scott Schulte

Members Absent: None

Staff Present: Acting City Manager Steve Gatlin, Assistant City Manager Matt Stemwedel, City Attorney Dave Brodie

**1. CITY MANAGER POSITION**

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Staff presented a draft Employment Agreement for Steve Gatlin in his new role as City Manager. The Employment Agreement was modeled after the League of Minnesota Cities City Manager Employment Agreement. The Agreement covers all items typically included in a City Manager Employment Agreement. Regarding appointment to the City Manager position and appointment term, it is suggested City Council formally consider the Employment Agreement at their regular Council meeting on September 18, 2012. The official appointment date is recommended to be October 1, 2012 to coincide with the next regular pay period and the beginning of the calendar month. The Employment Agreement discusses compensation, benefit items, hours of work and also includes a standard termination clause.

After discussion, Council consensus was to consider the Employment Agreement and appointment for the new City Manager at the September 18, 2012, Council meeting.

**2. OTHER BUSINESS**

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Council reviewed a draft letter requesting elected officials to participate in the recent Hovercraft purchase. Staff will prepare a final letter for signature.

**3. ADJOURN**

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**MOTION BY COUNCILMEMBER, SECONDED BY COUNCILMEMBER, TO ADJOURN THE MEETING AT 8:15 P.M. THE MOTION PASSED UNANIMOUSLY.**

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Tim Howe, Mayor

ATTEST:

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Cathy Sorensen, City Clerk