



CITY OF NEWPORT  
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**SPECIAL CITY COUNCIL MEETING MINUTES  
SEPTEMBER 1, 2022**

**1. CALL TO ORDER**

Mayor Elliott called the Special Council Meeting to order at 4:00 p.m. on September 1, 2022.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present (5): Mayor Laurie Elliott, Council Member Kevin Chapdelaine, Council Member Tom Ingemann, Council Member Marvin Taylor, and Council Member Rozlyn Johnson.

Not Present (0): None.

**4. CITY ADMINISTRATOR HIRING**

Liza Donabauer, Consultant with DDA, addressed the Council. Ms. Donabauer gave Council an overview of the number of applications they received and the next steps of the process to hire a City Administrator. There were twenty-six applicants and from that pool eleven semi-finalists were chosen. The semi-finalists cover letters, resumes, and video interviews were sent to Council for review. Ms. Donabauer explained at this stage the candidate's information is private, and therefore each candidate was assigned a number used to identify them. The Council was tasked to vote for their top four candidates they want to interview on September 20<sup>th</sup>. Council discussed and determined they would like to bring in five candidates to interview. The travel reimbursement would be mileage or airfare and one night hotel if traveling over 100 miles.

Member Chapdelaine motioned to direct Ms. Donabauer to contact candidates #5, #6, #8, #10, and #11 to advance forward in the City Administrator selection process. Seconded by Member Ingemann. Approved 5-0.

**5. ADJOURNMENT**

Member Chapdelaine motioned to adjourn the Special Council Meeting. Seconded by Member Johnson. Approved 5-0.

The Special Council Meeting was adjourned at 5:06 p.m. on September 1, 2022.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

Signed: \_\_\_\_\_  
Laurie Elliott, Mayor