

City Council Agenda Item 3.D
Meeting of February 9, 2026



Title: Ward 2 City Council vacancy determination for scoring review and selection for interviews

Report from: Moranda Dammann, Assistant City Manager

Submitted through: Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Moranda Dammann, Assistant City Manager

Action Requested: Provide feedback on the appointment process and either form a subcommittee or select finalists for interviews.

Summary Statement

The election of Rebecca Schack as mayor has created a vacancy in the Ward 2 seat on the City Council. The Ward 2 term runs through Jan. 3, 2028. At the Jan. 12, 2026, regular meeting, the City Council directed staff to proceed with an appointment process. The Council must make the appointment by March 6, 2026.

Strategic Plan Relatability

N/A

Background

At the Jan. 12, 2026, regular City Council meeting, the Council was presented with the option of filling the vacancy through either a special election or an appointment. The Council directed staff to proceed with an appointment process. The appointment must be made by March 6, 2026. During the Jan. 26, 2026, study session, the Council reviewed the timeline and provided feedback to staff.

Appointment Process

On Friday, Jan. 16, staff began the process to notify residents in Minnetonka of the appointment process. Information was posted on the city's website, social media accounts, an email was pushed to the subscription network, and a brief article was included in the February edition of the Minnetonka Memo. Most recently, it was shared in the Community Connection newsletter received by multifamily housing managers across the city. The application was posted on the city's website and available at city hall.

The application deadline was 11:59 p.m. on Wednesday, Feb. 4. Received applications have been verified by staff to ensure the minimum requirements of the city charter are met. Those minimum requirements are the applicant must be a Minnetonka resident of Ward 2, be at least 21 years of age and be an eligible voter.

Applicants for Ward 2

Applications and supporting materials have been received from 20 individuals. Staff has verified that each individual meets the minimum eligibility requirements under the City Charter. The following individuals have responded by the deadline to the request for applicants to fill the vacancy:

Adam Jorgenson	Amanda Maxwell	Colten Betchwars	Eric Bell
Jane Gordon	Jeffrey Severson	Jennifer Greene	John Powers
Joshua Wert	Joshua Zamansky	Kurt Johnson	Mirit Avny
Prashanth Pollishetty	Steve Adams	Tyler Casey	Hamilton Hines
Mark Moller	Sam Black	Susan Martinson	Tristan Lundblad

The redacted applications are included in this packet. Based on the discussion on Jan. 26, 2026, the City Council may either form a subcommittee to review the applications and recommend candidates for interviews, or discuss and determine interviewees as a full council during this study session. If the council chooses to proceed as a group, a rating sheet is included in the attachments for use during the discussion. Staff recommends that councilmembers review the applications in advance and come to the meeting with completed scoring sheets.

If the Council chooses to form a subcommittee of less than a quorum, the subcommittee would conduct its review between Feb. 10 and Feb. 17. For those interested, names may be drawn to determine the subcommittee.

If the second option is selected, staff have prepared a summary rating sheet to tally results in real time and help the Council determine consensus. The sheet is attached to the packet for reference.

Applicants selected for an interview will be notified as soon as possible following the determination.

Next Steps

The next steps of the appointment process are:

- **Wednesday, Feb. 18, 2026:** All scoring results will be posted on the city's website no later than this date. If a subcommittee was formed, staff will contact those candidates recommended for interviews by the subcommittee.
- **Monday, Feb. 23, 2026:** At a special meeting beginning at 5:00 p.m., selected applicants will be interviewed. Council members will score applicants using interview scoring sheets, and results will be tabulated and announced. Interviews will be broadcast and streamed on local cable television and the city's website. (Added Council meeting; Note the 5 p.m. start time before the regular meeting at 6 p.m.)
- **Monday, March 2, 2026:** At a special meeting beginning at 5:30 p.m., the City Council appoints the Ward 2 Councilmember. The appointed Councilmember will be sworn in immediately following adjournment and will begin their term. (Added Council meeting; Note the 5:30 p.m. start time before the study session at 6 p.m.)
- **Friday, March 6, 2026:** Appointment deadline.

Interview Format

Feedback is being requested on the interview format and questions for the Feb. 23, 2026, meeting in order for staff to structure the logistics of the process. Prior appointment interviews asked the candidates to remain outside the Minnehaha room waiting in a nearby room for their assigned interview time. This allowed the council to ask a standardized list of questions of each applicant without other applicants listening in on the process.

The City Council has the authority to establish the interview process for this appointment. Staff recommends at a minimum that the process is consistent for each applicant and uses a standard list of questions asked of each applicant. The council has the ability to ask additional questions beyond the standardized list, for example to follow up or clarify information that a candidate expressed or provided in

their application submission. Ideas for interview questions have been requested of council.

Evaluation process

Following the interviews on Feb. 23, council will be asked to complete an evaluation form to rank the candidates. In past appointment interviews the council used a two-pronged evaluation scale. The scales were:

1. Rating each candidate on a scale where one is the lowest and ten is the highest. To ensure consistency, every candidate that interviews must be assigned a rating within this range, and more than one candidate can be assigned the same rating.
2. Rank each candidate in order from first choice to last choice. To ensure consistency, every candidate must be ranked from first to last, with no repeats or ties.

An example of a completed evaluation would be:

Candidate	Rating	Rank
	1 = Lowest 10 = Highest	(1 = first choice, “n” = last choice)
Candidate A	5	7
Candidate B	6	5
Candidate C	2	“n”
Candidate D	10	1
Candidate E	10	2
Candidate F	5	6
Candidate G	8	3
Candidate H	8	4

Action items

Action items for this meeting include determining the process for selecting candidates for interviews, either by creating a subcommittee or by discussing candidates at this meeting and identifying those to move forward. The Council is also asked to provide feedback on the interview format and selection criteria for the appointment of the Ward 2 City Council Member.

Discussion Questions

1. Does the City Council wish to form a subcommittee or select finalists for interviews during this meeting?
2. Does the City Council have feedback on the interview format and criteria?

ATTACHMENTS:

[Draft Scoring Sheets](#)

[Applications Redacted](#)

[Correspondence- Redacted](#)