

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
SPECIAL MEETING
May 19, 2021

Following the March 13, 2020 Declaration of Peacetime Emergency by Governor Walz (as amended), the Commission is holding its special meeting on May 19, 2021 at 1:00 pm by telephone or other electronic means (Zoom) according to MN Statutes, Section 13D.021. The Commission President has concluded that an in-person meeting and the regular meeting location are not practical or prudent because of the health pandemic declared under the Emergency Order and according to current guidance from the MN Department of Health and the CDC. The public may monitor the meeting:

**Call-In Phone Number 1-312-626-6799
Meeting ID: 974 4529 2100#
Passcode: 990990#**

1. **Call to Order** at 1:00 pm via Zoom

2. **Overview of Interview Protocols/Process** (SK)

3. **General Manager Candidate Interviews**
 - a. Jon Haukaas
 - b. Steven Lillehaug
 - c. Jon Eaton
 - d. Greg Drent

4. **Discussion**

5. **Determination of General Manager Position Next Steps**

6. **Adjourn** to May 25, 2021 Joint Meeting with City Council at the SPU Service Center, 255 Sarazin Street.

Interview Guide

Introduction

The structured interview can be the best tool for evaluating candidates, particularly in today's litigious society. This section has been prepared to assist interviewers by providing guidance and suggestions for interviewing candidates.

Legal Issues

In preparing for the discussion with the candidate, it is important to remember the interview is a very critical part of the employment process and is covered by anti-discrimination laws.

Summary of Protected Classes

The purpose of state and federal laws regarding discrimination in employment is to ensure hiring decisions are based upon the applicant's ability to perform the job, not on arbitrary factors unrelated to job performance. In general, it is unlawful to base a decision to hire or not hire an applicant on any of the following criteria: race, color, creed, religion, national origin, gender, marital status, familial status, disability, public assistance, age, sexual orientation, or local Human Rights Commission activity.

Questions based upon any of these elements may open an employer to potentially costly claims for discrimination. It is illegal to base a decision on one of these criteria, even if the information is obtained outside of the interview process, or inadvertently during the interview.

The development of specific interview questions not only assures all important aspects of the job are covered during the interview, it helps to ensure that interviewers avoid potentially dangerous subjects.

Illegal Interview Questions to Avoid

Various federal and state laws regulate questions that the employer can ask a candidate. Interview questions must be related to the job the candidate has applied for. The interviewer's focus must be: "What do I need to know to decide whether or not this person can perform the functions of the job?"

Examples of illegal questions are listed on the following page. This is not, by any means, a complete list, but can serve as a guide for types of questions to avoid.

Interview Guide

1. National Origin/Citizenship

- Avoid questions about where the applicant or the applicant's parents were born.
- Avoid inquiries about an applicant's name such as asking the derivation of one's last name.

2. Age

- Avoid questions about age/date of birth.
- Do not ask a candidate when he or she graduated from high school/college.
- Avoid asking about dates of military service.

3. Gender

- Avoid asking questions related to an applicant's gender or gender identity.

4. Race/Color

- Avoid questions regarding an applicant's race.
- Avoid questions or comments regarding color of hair, eyes, skin, etc.

5. Marital/Family Status

- Avoid questions about marital status. Do not ask applicants if they are single, married, or divorced.
- Avoid asking whether an applicant's spouse is employed or about the occupation of the applicant's spouse.
- Do not ask if the applicant has any children.

6. Sexual Orientation

- Avoid all questions related to sexual orientation or sexual identity.

7. Salary History

- Avoid inquiries related to the candidate salary history and/or compensation to comply with pay equity legislation.

8. Religion or Creed

- Avoid inquiries into an applicant's religious denomination, religious affiliations or religious holidays observed.
- Applicants may be asked if they are available to work on Saturday or Sundays, if needed.

9. Affiliations

- Avoid asking applicants to list all clubs, societies and lodges to which they belong.
- Avoid any information which would solicit information on the race, color, religion, national origin or ancestry of its members.

10. Disabilities

- Avoid this area entirely. **Pre-job offer medical inquiries are prohibited!** Do not ask if applicants smoke, are under a doctor's care, if they have received disability insurance, about their general health condition, their workers' compensation history, or if they have any disability conditions.

11. Arrest Record

- Avoid inquiries; the background check will review the applicant's criminal history, if it exists.

Suggested Questions

As you prepare for the interview, you may want to develop additional questions based upon your review of the candidate's resume or the background material. Those candidate-specific questions might probe subjects such as:

- Explanation of gaps in time;
- Short tenure in position;
- Explanations of apparent weaknesses in experience or education/training; and
- Clarification on anything that is not clear.

Interviewing Techniques

In general, open-ended questions that require candidates to answer in sentences are preferable to closed-ended questions that can be answered with one word or "yes" or "no" answers. Open ended questions encourage the applicant to:

- Express goals, values, qualifications, or feelings;
- Exhibit his/her ability to communicate;
- Provide additional information regarding experience and background; and
- Probe "choice points".

Examples of open-ended questions include:

- How do you handle...?
- What do you do if...?
- How do you feel about...?
- What have you found to be successful in handling...?
- What are some examples of success in...?

Limited use of directive (closed-ended) questions can be used to gather information that is factual and objective.

As the interview proceeds, it is important to note the candidate's answers in addition to how content of the message is delivered. Body language and tone of voice are particularly important factors to notice. Probe for as many details as possible such as names, dates, and other verifiable information when necessary. It is also a good idea to ask candidates for their thoughts and feelings about a situation.

Additional Questions

Often candidates may be somewhat brief in their responses. If you feel a need for additional information, the use of probing questions such as the following can draw out additional information:

- Why did you say that?
- Can you think of an example of that situation?
- Is there something noteworthy in your experience in this area?

Other Considerations

Other considerations include how the candidate handles the stress of the interview and whether he or she appears to be avoiding some area(s) of inquiry.

Immediately after the interview, it will be helpful to note your overall feeling about the discussion and how you feel about the candidate.

Remember, the best predictor of success in any position is previous success in the same or similar position. Look for information on accomplishments and things the applicant has actually performed.

Jon H. Haukaas

Experience

Director of Public Works – City of Blaine, MN
2017 – Present

Deputy Director/Operations Manager – City of Fort Collins, CO
2009 – 2017

Director of Public Works and Utilities – Town of Superior, CO
2007 – 2009

Director of Public Works/City Engineer – City of Fridley, MN
1997 - 2007

Education

Master of Business Administration
Colorado State University

Bachelor of Science Civil Engineering
University of Minnesota

Steven L. Lillehaug

Experience

City Engineer/Public Works Director – City of Shakopee, MN
2017 – Present

City Engineer/Director of Public Works – City of Brooklyn Center, MN
2008 – 2017

Assistant City Engineer – City of Minnetonka, MN
2006 – 2008

Assistant City Engineer/Traffic Engineer – City of Edina, MN
2004 – 2006

Engineer/Associate – SRF Consulting Group
1998 – 2004

Planning Commissioner – Planning Commission, City of Chanhassen, MN
2002 – 2005

Education

Bachelor of Science Civil Engineering
Kansas State University, Manhattan, KS

John Benedict Eaton

Experience

Superintendent of Utilities – City of Eagan, MN
2012 – Present

Water Quality Supervisor – City of Bloomington MN Utilities Division of Public Works
1993 – 2012

Positions before 1993

Lead Mass Spectrometry Analyst – State of Minnesota

Supervisor, medical research laboratory – University of Minnesota

Education

Bachelor of Chemistry
Institute of Technology, University of Minnesota

Gregory Lynn Drent

Experience

2016 – Present

Shakopee Public Utilities, MN

- Interim General Manager
- Electric Superintendent
- Facility Maintenance Manager

2015 – 2016

Public Services Director – City of Le Sueur Electric Department, MN

2007 – 2015

Electric Utility Director - City of Le Sueur Electric Department, MN

1996 – 2007

Line Foreman and Journey Lineman – City of Le Sueur Electric Department, MN

Education

Powerline Technician Degree

Minnesota West Community and Technical College – Jackson

Associate of Arts Degree

Minnesota West Community and Technical College – Worthington