

October 17, 2017

Council Meeting Minutes

City Council Work Session Meeting Minutes

Call to Order: Mayor Lynn O'Brien called the Council Meeting to order at 5:00 p.m. Council members present were Margie Ritter, Tony Donahue, and Vic Moen.

Business:

Job Descriptions for Clerk and Maintenance

The Mayor had distributed the job descriptions for both jobs for review prior to this meeting.

The Council discussed the need for a Clerk due to the retirement of current Clerk in April. Following discussion, it was decided to have Personnel Dynamics look for a ¾ Clerk/Treasurer with full benefits. Following the hire and training the contract with the City of Grand Rapids will be canceled.

The Maintenance position was discussed with questions on full-time employment with the City versus using Personnel Dynamics. The Clerk will research the union requirements for future discussion. The Council agreed on the job description as it stands.

The Mayor told the Council that there would be extra pay for this meeting.

Adjourn: The motion was made by Moen and seconded by Ritter to adjourn the meeting. Meeting adjourned at 6:00 p.m. The motion carried unanimously.

Respectfully submitted,

Arlana Hess, City Clerk

Vic Moen, Mayor Pro Tem