

Special Council Meeting 5/6/21

Minutes taken by Paula Tryon City Clerk

Meeting Time: 7:00pm

Presiding Officer: Mayor John Ryan

Council present: Ryan, Moore, Seals, Sitz, Lister, Shreve in at 7:20pm

Employees Present: Poley and Tryon

Visitors: none

Call to Order

The special council meeting was called to order at 7:00pm by Mayor Ryan.

This meeting was held to discuss position descriptions for maintenance, office and forestry positions. The police descriptions have already been reviewed.

Maint 1, Maint 2 and Maint Helper positions were all approved with the exception that under Responsibilities No 4 the following would be added "The City provides the vehicle and funds for training expenses to receive a CDL when needed". The employee would pay for their own license.

City Clerk

Remove "Percent" section

Remove Utilities section and add to Treasurer description

Under Miscellaneous section change the first bullet point to read "When necessary, assist City Treasurer"

City Treasurer

Add "This position must be bonded"

Remove "Percent" section

City Treasurer section: remove item 1,2 & 5 and renumber what is left

"New" no 1 change to read Make bank deposits as necessary.

Add "Utilities" section under City Treasurer

Remove Court Clerk section- this will be a new position

Remove Rec Treasurer section- this belongs to the Rec Comm

Run ads for the Treasurer and Court/Compliance Clerk positions for two consecutive weeks. Deadline to turn in applications is May 28, 2021. Interviews will be June 7th.

Zoning

Zoning Administrator position is a paid position, secretary position is a voluntary position chosen from the zoning committee.

◆ Motion by Sitz, 2nd by Seals to dismiss @ 9:05 pm. Motion carried.