

New Strawn City Council

Special Meeting

7:15 p.m. Wednesday, April 18, 2018

Present: Mayor Mark Petterson; City Council Members Jim Weeks, Jeanne Haas, Gary Haehn and Rhonda Taylor. Not present – City Council Member Richard Croll.

Mayor Petterson called the special meeting to order at 7:15 p.m.

Items on the agenda: City Clerk position and Personnel Manual.

City Clerk Position: The city council discussed the city clerk position and possibly making changes. The consensus of the council is to change the position of city clerk from a full-time position to a part-time position working four days, approximately 26 hours per week. The primary hours will be 8 a.m. to noon and 12:30 to 3 p.m. The city clerk continues to be required to attend city council meetings.

The assistant city clerk will work at least one 6-hour day per week.

Between the part-time city clerk and assistant city clerk, city hall hours will remain unchanged, 8 a.m. to noon and 12:30 to 2:30 p.m.

The council will finalize work hours and work days once a city clerk is hired.

A tentative timeline for hiring a city clerk follows:

- * April 26, May 3 – Advertise position in the newspaper, also include in city newsletter.
- * May 10 – Deadline at noon for applications at City Hall. Screen applications at regular city council meeting that night.
- * Week of May 14 – Interview Finalists from application screening.
- * May 23 – Special meeting to offer city clerk job.
- * June 11 – latest date for new city clerk to begin job, assuming two-week notice is required for a previous employer.

Personnel Handbook: The council made the following changes to the City Clerk job description in the city's personnel handbook:

- * In the Position Summary, changed the sentence "The city clerk monitors subordinate personnel and the operating procedures as it is related to other departments." To "*The city clerk coordinates with other city employees in conducting city business.*" Also, added word to the sentence "The city clerk handles important, confidential documents, *and must follow state and federal confidentiality requirements.*"

* Under Responsibilities Include but are not Limited to, the council made the following changes (additions in *italics*):

-- Maintains New Strawn Community Building calendar and reservations *and* collects fees ~~*prepares and makes deposits for NSCIO.*~~

-- Maintains City website *and other social media.*

--Cleans City Hall, *as needed.*

-- *Serves a a notary public.*

-- *Serves as Freedom of Information Officer.*

On the second page of the job description, under Problem Solving “Problems involve handling complaints and inquiries for ~~both the general public. and city personnel.~~ *Work cooperatively with city personnel to find effective resolutions.*”

Under Decision Making, “Frequent decision making in determining the availability of funds for expenditures, establishing priorities, and when to grant extension on utility bills, *per policy.*”

Under Personal Relations, change “city department” to “city departments.”

The meeting adjourned at 9:21 p.m.