

November 14, 2011
Special City Council Meeting Minutes

Meeting called to order at 5:30 p.m. by Mayor Staner. Council members Henry, Knepper, Moriarity and Soppe answered roll call, Boffeli was absent. Motion Moriarity, 2nd Knepper to approve the agenda – all ayes.

Pat Callahan with Snyder & Associates reviewed the search process for seeking a new City Administrator. Callahan recommended the Council add the duty of “Flood Plain Administrator” to Chapter 21-City Administrator under duties. Council discussed the City’s benefit package and salary range to be used to advertise the position. Callahan urged the Council to set the salary range at the regular Council meeting tonight so that ads can be placed in several other publications and resources. Callahan reviewed a Community Profile, which will be given to candidates and asked Council & staff to make changes/suggestions and return to him. Callahan reviewed the interview process and mentioned dates that are important for Council participation. Callahan recommended an item for the next Council agenda for discussion regarding how the Administrator’s duties would be handled between the time that Randy leaves (December 16th) and a new Administrator starts which is slated for some time in March 2012.

Motion Knepper, 2nd Soppe to adjourn the meeting at 6:35 p.m. – all ayes.

Shelley Annis, City Clerk/Treasurer