

CITY COUNCIL MEETING  
CITY HALL CONFERENCE ROOM  
NOVEMBER 13, 2017  
7:00 P.M

Mayor Sargent presided over the meeting and called it to order at 7:00P.M.with the following Council members present: Struble, Thompson, Tiffey, Johnson and Gunderson. Also present were: Brad Swenson, Vonda Ford, Marilyn Keizer, Jerry Keizer, Leonard Ratliff, Terry Hinkel, Robert Millin, Annette Deakins, Judy Holcombe, Rachelle Pfouts, Patty Stueve, Cindy Ratliff.

Pledge of Allegiance was recited.

Moved by Council member Struble to approve the agenda for November 13, 2017, seconded by Council member Tiffey. Motion carried on a 5-0 vote.

Mayor Sargent turned meeting over to Council.

Council member Thompson presented and recited several job advertisement examples. Gunderson questioned different requirements of position. Thompson stated search committee will be able to determine if candidate has the qualifications that are in line with the position. Mayor Sargent agreed. Thompson made motion to increase the wage scale on City Clerk position based on other employee's wages. Sargent advised since this was not an agenda item, would have to be heard at next meeting.

Council member Thompson read the job description with changes being made as needed or suggested. Draft will be typed and sent to Council for approval. No action can be taken, as job description will need to be reviewed prior to action.

Mayor and Council discussed fifteen (15) minute residency requirement. Thompson disagrees with requirement. Struble stated other City Clerks have not lived within this requirement. Gunderson wonders if there is a specific reason why this shouldn't be upheld. Mayor Sargent strongly suggests keeping in place and advertising as such. Consensus of Council was to keep requirement and keep in job advertising. Draft will go out for approval once retyped.

Mayor Sargent directed Council as to whether City Clerk would supervise other departments. Need to review exempt or non-exempt position as it relates to this job description. FLSA (Fair Labor Standards Act) has certain requirements that need to be followed. Thompson

asked where these requirements are found. Sargent called a five minute recess at 8:02PM to print off a hand out.

Meeting reconvened at 8:08 and handout was distributed. Mayor Sargent cited examples of where job titles can't be construed as non-exempt when duties are actually duties that an exempt employee would have. Instead of Mayor and Council making determination, new job description needs to go to City Attorney Argotsinger to determine exempt or non-exempt status. Once new job description is drafted and approved by Council, will send to Argotsinger for determination.

Determined wording of advertisement to include residential requirement, point of contact, etc. Once retyped will be reviewed and approved for publishing by Council.

Thompson presented listing of search engines for job listings. Motion made by Council member Thompson to advertise to any sites where there is no cost to the City, with Sargent suggesting any other organizations that the City already has memberships, seconded by Council member Johnson. Motion carried 5-0

Motion made by Council member Struble to adjourn, seconded by Council member Tiffey. Motion carried on a 5-0 vote. Meeting adjourned at 8:19PM.

Clint Sargent, Mayor

Attest: Vonda Ford, Interim City Clerk