

CITY COUNCIL SPECIAL MEETING

November 21, 2024

6:00 p.m. City Hall

The City Council met at 6:00 p.m. on November 21, 2024 for a special session.

In attendance is Jessica Olson, Jackie Lorentz, Jim Kimball, Scott Johnson and Jason Nelson. Twila Pierce and Kevin Hess entered later after being called by the city council.

The meeting was called to order by Mayor Johnson.

Recited the Pledge of Allegiance.

After some discussion a motion was made to except the resignation of James Giada as City Administrator effect December 3, 2024 Motion was made by Jessica Olson and second by Jim Kimball. All in favor.

The council decided to put the ad back in the papers and on the League of MN website. The council requested Twila to get the ad together and email it to them for their review. Make sure that we check that grant writing and administration of grants is in the Administrator's job description. Change the wording to Applications will be accepted until Friday, December 27, 2024 by 4:00 p.m. and salary will be based on applicants' qualifications. Motion was made by Jackie Lorentz to second by Jim Kimball to have these changes made and review by council before publication. All in favor.

Kevin Hess was called to ask if he would fill in the interim when a new administrator is hired. Jim requested of Kevin to write a guide line of all the reports that need to be done and when the approximate date of submission. Council asked Kevin if he would start part-time on December 4. Motion made by Jackie Lorentz and second by Jim Kimball to hire back Kevin Hess until a new administrator is hired.

The hiring ad for the administrator will run for approximately 1 month in the Pioneer Press, Leader, Staples, Eagle Bend and the League of MN web site.

A motion by Jessica Olson and second by Jason Nelson to have the following people on the hiring committee: Jim Kimball, Jackie Lorentz, Tim Notch, Kevin Hess. All in favor.

A brief discussion on having the Administrator position exempt or non-exempt was tabled until a later date.

Moving forward the council would like their minutes from meetings sent to them within 5 days of the meeting. They would like to have binders made up for the meetings with all of their information in it. Add to December's meeting agenda the exempt and non-exempt status. Look at review the budget for wages and other items that the council needs to be aware of.

Jessica will speak with James as to when would be a good time to get the phone, keys, credit cards and any changes to passwords he needed to do. Have his final payroll check ready.

Reminder items that like the signatures at the bank will need to be changed and what needs to be done to update the City's CDs.

Request Twila to email the council the minutes from this meeting and the city council November regular meeting minutes for their review.

Motion made by Jackie Lorentz and second by Jessica Olson to adjourn this meeting at 7:32 p.m. All in favor.

Respectfully submitted,

Twila Pierce

Deputy City Clerk