

City of Gilbert
Minutes of Special Council Meeting
Friday, March 22, 2013
Council Chambers

Mayor Skenzich called the meeting to order at 5:00 p.m.

Present: Skenzich, Schutte, Kutsi and Skalko

Absent: Nemanick

Also Present: Attorney Brunfelt, Interim Clerk Mackley and Secretary Olsen

The purpose of the meeting was to discuss the hire process for the position of City Clerk-Treasurer.

Mayor Skenzich expressed his desire to use the city charter as the main guide in determining qualifications for the position. Discussion followed on the various levels of accounting, degrees and experience. Clerk Mackley stated experience in municipal accounting would be beneficial as it differs from general accounting. Experience with the Banyon Fund Accounting system was also discussed. Attorney Brunfelt stated degrees in other fields may be acceptable provided the necessary skills are intact. He also stated there are various avenues to confirm a candidate does possess the desired skills. Councillor Kutsi stated the accounting and finance are top priorities with him. It was the general consensus of the council the accounting and knowledge of the Banyon Fund Accounting system were the most important aspects.

The council also discussed the possible sights for advertising the position.

Mayor Skenzich invited Councillor Schutte to serve on the committee with him to establish the qualifications for the position of city clerk-treasurer. They set Tuesday, March 26, 2013 at 4:45 p.m. to meet.

Motion by Schutte, second by Kutsi to adjourn the meeting at 5:24 p.m. All approved.

Mayor

Attest:

City Clerk