

**CITY OF GILBERT  
MINUTES OF SPECIAL COUNCIL MEETING  
TUESDAY, APRIL 2, 2013  
COUNCIL CHAMBERS**

Mayor Skenzich called the meeting to order at 6.00p.m.

Present: Mayor Skenzich, Councilors Kutsi and Skalko.

Absent: Councilors Nemanick and Schutte

Staff Present: City Attorney Brunfelt, Interim-City Clerk Mackley and Administrative Secretary Devich.

Mayor Skenzich stated the purpose of the Special Meeting is to develop and approve qualifications for the new City Clerk and approve advertising.

Mayor Skenzich explained Interim-Clerk Mackley provided samples from the League of Minnesota Cities of City Clerk job descriptions, job advertisements and a sample employment application for all to review.

Skenzich stated Councilor Skalko, Mackley and he reviewed the sample job descriptions and chose one that best fit what Gilbert is looking for and altered it as necessary and the Council was provided with a copy of the new City Clerk-Treasurer job description for Gilbert.

Motion by Skalko second by Kutsi to approve new City of Gilbert Clerk-Treasurer job description. All approved.

Council discussed the sample employment application and how to best adjust it to fit the City of Gilbert with the City Attorney.

Motion by Kutsi second by Skalko to approve the new revised sample employment application to be used for the City Clerk applications. All approved.

Council discussed how to advertise the City Clerk-Treasurer position.

Mayor vacated the chair and made a motion to advertise the City Clerk-Treasurer position through April 30, 2013 in the Mesabi Daily News, Duluth News Tribune and Minneapolis Star Tribune for both Wednesday and Sunday papers and online. Also advertise in free places like the Minnesota Workforce Center and the League of Minnesota Cities. Following a second by Skalko the motion passed unanimously.

Motion by Kutsi second by Skalko to adjourn the meeting at 6:27 p.m. All approved.

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Mayor

ATTEST:

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City Clerk