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CITY OF GILBERT
MINUTES OF SPECIAL CITY COUNCIL MEETING
FRIDAY, AUGUST 3, 2018
COUNCIL CHAMBERS

Mayor Milos called the Special City Council Budget Meeting to order at 3:17 p.m.

Present: Mayor Milos, Councilors Pontinen, Robich via phone and Ouke.

Absent: Councilor Pulles absent with notice.

Staff Present: Economic Development Administrator/Interim City Clerk/Treasurer Paulsen and Administrative Assistant/Utility Billing Clerk Bennett.

Adjustment of City Hall Office Hours: Discussion. Paulsen, City Hall traffic based on time reporting. When front counter is busiest. Temporarily shorten City Hall hours until additional staff is hired.

Motion by Ouke, second by Pontinen to temporarily change the office hours of City Hall 9:30 am – 1:00 pm and 1:30 pm – 3:30 pm. Motion carries unanimously (MCU)

Job Descriptions for New City Hall Staffing Needs: Paulsen and Bennett determined it would be best to create two part time positions. Broken down into a Deputy Clerk/Treasurer – Accounting Support position and an Administrative Support/Special Projects position.

Discussed several projects that need to be completed.

Discussed sick time and vacation time per the Personnel Handbook. Full time verses part time, hours per week. Scheduling.

Discussion Personnel Handbook policies.

Discussion 6 month or 1 year probationary period.

Paulsen, both positions are up to 30 hours per week.

Paulsen, hourly wages, Deputy Clerk \$18.70, Administrative Assistant \$15.00. Vary depending on qualifications.

Mayor Milos, job descriptions are detailed.

Pontinen, suggested 25-30 hours per week.

Ouke, suggested switching days.

Mayor Milos, set expectations.

Paulsen, Discussion. Will be posted Monday with the Work Force Center, AEOA and Mesabi Daily News. Man Power and Always There Staffing will post. Post positions in the Home Town Focus. Discussion, hiring and interview process.

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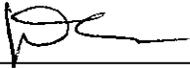
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Motion by Pontinen, second by Ouke to accept the Deputy Clerk- Accounting Support position. MCU

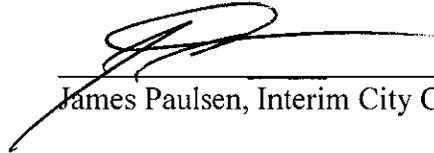
Motion by Ouke, second by Pontinen to accept the Administrative Support/Special Projects position.
MCU

Motion by Pontinen, second by Ouke to adjourn the meeting at 3:45 pm. MCU

ATTEST:



D. Elizabeth Milos, Mayor



James Paulsen, Interim City Clerk/Treasurer