

MINUTES OF A REGULAR COUNCIL MEETING

January 7, 2020

The meeting was called to order at 5:30 p.m. by Mayor JR Bird.

A roll call was taken which showed council members Dustin White, David Baird, Don Busenbark, Cody Aland, and Vince Reiley present. Mayor JR Bird stated that the meeting was a regularly called meeting and that notice of the time, place and agenda of the meeting had been provided to the local news media, to each member of the governing body, and was posted on the city web page and the state public meetings web page.

Others present included Assistant City Manager Ryan Clayburn, City Recorder Carolyn Wilcken, Acting Finance Director/Assistant City Manager Randy Robb, Kirby Wolfinger, Hal Huff, Dusty Anderton, David Labrum, Joe Burdick, Wendy Busenbark, Mindy Weight, Cindy Warren, Lindsay Aland, Rebekah Reiley, Madelyn Reiley, Elisabeth Reiley, and Jennifer Reiley.

Opening prayer was given by Cody Aland.

ADMINISTER OATH OF OFFICE TO NEWLY ELECTED COUNCIL MEMBERS

City Recorder Carolyn Wilcken administered the oath of office to newly elected council members Don Busenbark, Cody Aland, and Vince Reiley.

PUBLIC COMMENT PERIOD

There were no comments.

NEW HOUSING AUTHORITY BOARD MEMBER

JR Bird presented Hal Huff to serve on the Housing Authority Board. A motion was made by Councilman David Baird to approve Hal Huff to serve on the Housing Authority Board. Motion seconded by Councilman Dustin White. Those voting Aye were Dustin White, David Baird, Don Busenbark, Cody Aland, and Vince Reiley. Motion carried unanimously. City Recorder Carolyn Wilcken then administered the oath of office to Mr. Huff.

MINUTES

A motion was made by Councilman Dustin White to approve the minutes of the regular meeting of December 17, 2019, after revision. Motion was seconded by Councilman David Labrum. Those voting Aye were Aaron Weight, Joe Burdick, Dustin White, David Labrum, and David Baird. Motion was carried unanimously.

CITY RECORDER/TREASURER JOB DESCRIPTION APPOINTMENT DISCUSSION

Mayor JR Bird explained the need to advertise for a full-time City Recorder as current City Recorder Carolyn Wilcken is working part-time. Mayor Bird also explained that we also need an official Treasurer. Mayor Bird also stated that he feels it would be in the city's best interest to

revise the job descriptions and responsibilities for some of the positions to better serve the legal requirements. This has been discussed and approved by our City Attorney. In the past, the Finance Director has been over Human Resources and Mayor Bird feels it would better to have that responsibility handled in another area so staff would feel more comfortable. It is being proposed that at the current time, we should contract with an outside organization to handle HR for a period of time. The possibility was discussed that the Treasurer position could eventually take over HR. Mayor Bird suggested that the Council study these issues and come prepared to make decisions at the next council meeting.

PURCHASE ORDERS

A motion was made by Councilman Don Busenbark to approve the following purchase orders. Motion seconded by Councilman Cody Aland. Those voting Aye were Dustin White, David Baird, Don Busenbark, Cody Aland, and Vince Reiley. Motion carried unanimously.

2568	Tough Computing, Inc.	\$ 12,096.16
2465	J-U-B Engineers, Inc.	102,947.35
	Horrocks Engineers	24,017.00
	K & K Sanitation	76,379.66
	Moon Lake Electric	12,097.50
	PEHP	<u>46,458.50</u>
	TOTAL	<u>\$273,996.17</u>

STANDING COMMITTEE REPORTS

Mayor JR Bird will work on assigned council responsibilities.

CITY MANAGER REPORT

Acting City Manager Ryan Clayburn reported that although we are struggling with a shortage of personnel, everyone is working together to make sure everything is covered. Aaron Brown, who manages the golf course, is assisting Randy Robb with the front desk Edwin Butterfield, who manages the aquatics center, is helping with the city’s web site. Carolyn Wilcken and Dean Johnson are covering Planning and Zoning. Public Works Director Kirby Wolfinjer is helping Ryan in his responsibilities. Ryan reported on the CIB application for a 2M gallon water tank and suggested the public be invited to the public hearing.

A motion was made by Councilman Dustin White to adjourn the meeting. Motion seconded by Councilman Vince Reiley. Those voting Aye were Dustin White, David Baird, Don Busenbark, Cody Aland, and Vince Reiley. Motion carried unanimously.

Meeting adjourned at 6:15 p.m.

ATTEST:

Roddy I. Bird Jr., Mayor

Carolyn Wilcken, Recorder