

**CHISHOLM CITY COUNCIL
WORK SESSION – FEBRUARY 9, 2014**

CALL TO ORDER

Mayor Michael A. Jugovich called the work session meeting to order in the City Hall Council Chambers at 5:15 p.m.

ROLL CALL

Present: Council Members Campbell, Cook, Rahja, K. Scaia, T. Scaia and Mayor Jugovich

Absent: None

Also Present: Administrator Casey was called in for part of the work session.

PUBLIC PARTICIPATION

None

RECREATION DIRECTOR CONTRACT

Discussion was held regarding the contract proposal from Tammy Nevalainen. It was discussed and sought for all contracts to have the same expirations and lengths. Mr. Casey was asked about the specific contractor responsibilities like general liability, workers compensation and car insurance. He will check to make sure that we have the endorsements in the file and what the liability amounts are. The Personnel Committee will be continuing discussions with Tammy.

PERFORMANCE REVIEW PROCESS

Discussion was held about the process. Counselor Campbell presented some information on forms and what should be included. The Personnel Committee will be meeting with the appointed officials. The appointed officials will be given their self-review which will include a sheet for personal goal and development plans. Counselors Campbell and Scaia will work on getting the forms updated and ready to be sent out. Counselor Scaia noted that there is a performance appraisal process that was presented in 2012 that outlines how the process will take place. The appraisals will be completed before March 31st.

CITY ENGINEER POSITION

The council held discussion on the pros and cons of the City having a City Engineer. The Personnel Committee met with the garage working supervisor and covering supervisor. The working supervisor informed the committee that he does not want to be the working supervisor. A sheet was reviewed which was included by Mr. Casey listing some other cities in Northern MN and what they have for Engineering, either employed or contracted. It was noted that Virginia was listed as not having an engineer when in fact they have their own full-time lead engineer. Counselor Scaia presented the group with a draft of a job description to compare with the last job description on file with the City of Chisholm. The question was asked as to what would be wrong with advertising for a position to see what type of applicants the city may attract. More discussion will take place at the next council meeting on which direction to take.

ADJOURN

Moved by Councilor Scaia and supported by Councilor Cook to adjourn the Work Session at 6:38 p.m.

Voting Aye: All

Motion Carried

s// Michael A. Jugovich
Mayor

Attest: s// Mark Casey
Administrator-Clerk/Treasurer