CHISHOLM CITY COUNCIL
WORKING SESSION MEETING – JUNE 20, 2018

CALL TO ORDER

Mayor Mary Jo Rahja called the Working Session Meeting to order in the City Hall Council Chambers at 5:30 p.m.

ROLL CALL

Present: Council Members Halverson, Mikkola-Rahja, Scaia, Varda, Campbell and Mayor Rahja

Also Present: Bryan Lindsay, Vern Manner and David Carlstrom

ADOPT THE AGENDA

Moved by Councilor Campbell and supported by Councilor Halverson to adopt the Agenda as presented.

Voting Aye: All Motion Carried

HIRING POLICY

The discussion began with the current hiring policy and if there should be changes made to the policy and the hiring process. After considerable discussion, there was consensus the policy needed to be revised to allow for variations in hires from a city administrator to a lower level employee. Upon the conclusion of discussion, it was decided the Personnel Committee would update the current policy using the League of Minnesota Cities Hiring Policy as a guide, and bring a workable policy to the City Council for approval.

BUILDING OFFICIAL POSITION

Discussion began on the Public Works/Building Official applications received through the advertisement for the position. Through review of the duties required and the various applications received, the Council came to agreement that the two position as listed were not workable. After additional discussion the Councilors directed the Administrator, Personnel Committee to review the current applications for possible interviews for the Building Official. The qualifications desired for the position will be defined before the interviews will take place and used to qualify any current applicants for interview.

PUBLIC WORKS DIRECTOR POSITION

The discussion began with the duties and responsibilities of the position as advertised. It was agreed the current advertisement was not workable from a work load stand-point and needed to be changed. The Councilors also agreed the position needed to be outside the ASCME union for supervision purposes, which could be a MAPE or contract position. After conclusion of discussion the Councilors agreed the current advertisement for the position be removed and a new position description be prepared and placed for advertisement after Council approval.

ADJOURN WORKING SESSION MEETING

Moved by Councilor Scaia and supported by Councilor Campbell to adjourn the Working Session Meeting at 6:32 p.m.
Voting Aye: All Motion Carried

Attest: /s/ Mary Jo Rahja
Mayor

/s/ David D. Carlstrom
Interim City Clerk-Treasurer/Administrator