

**MINUTES OF THE SPECIAL MEETING OF THE
CITY OF DALTON GARDENS APRIL 16, 2019
CITY HALL 4:00 PM**

Meeting was called to order by Council President Smith

Roll Call: Councilmember Jordan, Drechsel and Smith. Also present were Attorney John Cafferty, Rand Wichman, City Planner and Valerie Anderson, City Clerk.

Deputy Clerk Vacancy: discussion on path forward and review of positions duties and salary range, and direction to staff.

The council discussed the updating of the personnel handbook and the job descriptions for the City Clerk/Treasurer and the Deputy Clerk positions. They also discussed the chain of command for the office and the cross training process which should be a requirement in the new hire. The council also discussed the part-time verses full time position and hours of working during the week and the wage to be paid for the position due to the fiscal year budget already set until October 1st, 2019. Benefits were discussed and will be set by the updates to the personnel handbook. Office hours and working hours were discussed with several options. The hours would be 9:30 to 3:00 Monday – Thursday, Friday 9:00 to 12:00. Evening hours will be required in the evenings. Wage would be 13.00 to 14.50 per hours. Benefits will be discussed at a later date set by policy.

Councilmember Drechsel made a motion to have the clerk start updating the personnel handbook and the job descriptions for the city. Councilmember Smith seconded the motion. Motion carried.

Executive Session

Councilmember Smith made a Motion to go into executive session at 4:50 PM under Idaho Code Section 74-206(1)(a) “To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general”; and 74-206(1)(b), “To consider the evaluation dismissal or disciplining of, or to hear complaints or charges brought against , a public officer, employee, staff member or individual agent, or public school student.” The Motion to go into executive session is an action item; however no final action will be taken in the executive section.

Councilmember Jordan seconded the motion. Roll call vote: Councilmember Jordan – yes, Councilmember Drechsel – yes, Councilmember Smith – yes. Motion carried.

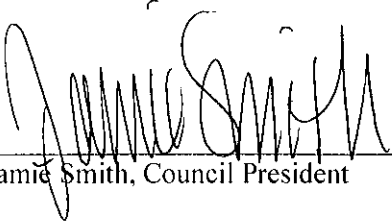
Councilmember Jordan made a motion to come out of executive session at 5:37 PM. Councilmember Drechsel seconded the motion. Motion carried.

Councilmember Jordan made a motion to go forward with an offer for an individual for a temporary position as deputy clerk. Councilmember Drechsel seconded the motion. Roll call vote: Councilmember Jordan – yes, Councilmember Drechsel – yes, Councilmember Smith – yes. Motion carried.


Workshop For Council To Discuss The Following Items: No public comment

Matt Gillis – Welch Comer Engineering and Danielle Quade – Hawley Troxell – Bond Counsel gave a power point presentation to update the council on the history of the Dalton Gardens Sewer Project LID #2, the creation of the Phase II LID, financial/costs of the overall project, the timeline schedule for closure and the request for proposal from banks for the purchase of the bond. The council thanked them for the presentation and agreed that the information was very helpful and explained the project well. The council will have a Special Meeting on April 22, 2019 at 5:00 PM to adopt the ordinance confirming the assessment roll and to select a bank for the bond purchase. The Council will also meeting on the 28th of May to close the LID.

Councilmember Jordan made a motion to adjourn the meeting. Councilmember Drechsel seconded the motion. Motion carried.



Jamie Smith, Council President



Valerie S. Anderson, Clerk/Treasurer