

**MAPLE LAKE CITY COUNCIL
SPECIAL MEETING
Thursday, February 07, 2019 Minutes**

CALL TO ORDER

The Maple Lake City Council was called to order at 7:00 pm by Mayor Borell.

ROLL CALL

Council Members Present: Deb Geyen, Heather Kadlec, Todd Borell, and Kristen Logas

Absent: Kirk Larson

Others Present: Deputy Clerk Elizabeth Borell

AGENDA APPROVAL

A motion was m/s/p, Geyen/Kadlec, to approve the Agenda. All present voted in favor.

JOB DESCRIPTION FOR CITY ADMINISTRATOR

A phone conference was held with Liza Donabauer regarding the job description for a City Administrator/City Clerk/Treasurer. Liza stated that there are several parts of the packet that will need separate motions for approval. The first order of business is the Profile. The Council reviewed the draft Profile that was in the packet. Geyen stated that there was a correction on Lakers date, it should be 1950, not 1940. Kadlec suggested adding Maple Lake Ice Fishing Derby to the Recreation Activities.

A motion was m/s/p, Borell/Logas to approve the proposed Profile for City Administrator/City Clerk/Treasurer with the Lakers date correction and the addition of the Maple Lake Ice Fishing Derby. All present voted in favor.

Salary range – A discussion was held regarding the proposed salary range. Borell and Logas felt the starting range was too low. Logas suggested \$62000 - \$85000. Borell stated he would be comfortable going as high as \$88000. Kadlec and Geyen agreed.

A motion was m/s/p, Geyen/Logas to approve the Salary Range for City Administrator/City Clerk/Treasurer position with the salary range raised to \$62,000 - \$88,000. All present voted in favor.

Job Description – A discussion was held regarding the importance of economic development experience. Liza stated that this is not a necessary requirement and would be better listed under the Desirable Education and Experience section.

A motion was m/s/p, Borell/Kadlec to approve the Job Description for City Administrator/City Clerk/Treasurer with the addition of Economic Development experience under Desirable Education and Experience. All present voted in favor.

Timeline – Liza stated that a motion was needed to approve the dates listed on the timeline for the Special Council meeting and Interview dates. Liza also stated that the interview times for April 25 & 26, 2019 will be decided at the April 4, 2019 Special Council meeting.

A motion was m/s/p, Kadlec/Geyen to approve the special City Council meeting date of April 4, 2019 and interview dates of April 25 & 26, 2019 on the timeline for hiring a City Administrator/City Clerk/Treasurer. All present voted in favor.

FIRE DEPARTMENT

Chief Peterson would like to 1 new person. Borell stated that going forward the hiring of Fire Department/Ambulance personnel should be moved to the consent agenda.

A motion was m/s/p, Geyen/Logas, to hire Christopher Schmidt as Firefighter and EMT. All present voted in favor

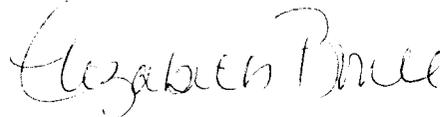
OTHER BUSINESS

None

ADJOURNMENT

A motion was m/s/p, Borell/Geyen, to adjourn the meeting at 8:29 pm. All present voted in favor.

Attest,



Deputy Clerk