

Special Called Meeting of the
Board of Mayor and Council
February 28, 2008

The Board of Mayor and Council met in a second special called meeting on February 28, 2008 following the first called meeting at 7:30 p.m. for the sole purpose to discuss/act on the position of city administrator.

Present and presiding: Mayor Gary Norwood.

Council present: Tommy Nicholson, Jimmy Gill, Rick Johnson, Carol Macha, and Chris LaCrosse.

Council absent: Steve Allen.

Mayor Norwood called the meeting to order and explained the reason for the meeting was to decide to keep the administrator position or do away with it.

Mr. Gill asked the Mayor if he wanted his opinion. Mayor replied yes. Mr. Gill said he knew the position of mayor was part time but if you increased the salary you could eliminate the administrator position. Mayor Norwood said that you could change the salary during a term but it wouldn't take effect until the next election.

Mayor said the position had been created to have continuity when a new Mayor and Council got elected but with the expertise of the staff as well as there is not much turn over, he could go either way with it; he sees the pros and cons of both.

Mr. Johnson said there were 16 job duties, 6 have to be done. He thinks the Mayor and department heads are doing a good job. The Mayor, Phyllis and Council are already doing some of it but the financial committee does not need to be seasonal and be more in depth on a monthly basis. Phyllis could have help with the jobs that she is already doing. The committee should keep a close look at the tax revenues and expenditures. As far as he was concerned change the Charter and abolish the position.

A motion was made by Johnson, seconded by Macha, to abolish the position of City Administrator. Mayor Norwood said what he does need help with, is going to the meetings, do you want to create another position, if Phyllis had an assistant they could go to the meetings, you could have someone do the H.R. work But he wants an administrative assistant representing the city with authority to take part not to just take notes.

Mr. LaCrosse asked if they could get a monthly report of what is going on.

Mayor said with this position you need to have a job description and set a salary. The administrator, attorney and recorder position are the only three positions that require the Council to choose who was hired; do you want to leave it this way or change it for the Mayor to decide.

Ms. Macha said she felt that it was more an administrative role and thought the Mayor should decide on someone that would work with Phyllis.

Mr. LaCrosse agreed with Ms. Macha's statement. He said to have someone come into a small town and supervise people that already know what's going on doesn't work. He feels you have to have a point of contact if Mayor or Phyllis is gone. You need a person that is articulate and can meet and greet and talk with the public.

Mr. Johnson asked if we found out the date for the legislature. Mayor replied yes, it was May 1st and that our Charter is a private act so Rep. Johnson said it wasn't a problem, anytime, but to be safe May 1st.

Mr. LaCrosse said our Mayor was very hands on and he doesn't want to flip the Charter back and forth. How many times can you change the Charter? Ms. Noe replied as long as the legislature is willing to change it. Ms. Noe was asked to work on having the Charter changed.

Mr. LaCrosse said the City Recorder duties need to be changed also in the Charter. Mayor said you don't want the Charter to be too specific; you would need "and other duties as Council deems necessary".

Mr. Nicholson said he would like to hear from the other department heads, Marc, Chris, Anita, and Chuck all said they didn't feel the need for an administrator.

The motion made by Johnson, seconded by Macha, to abolish the position of City Administrator passed by roll call vote of: Macha-yes, LaCrosse-yes, Johnson-yes, Nicholson-yes, Gill-yes, and Mayor-yes.

Mayor Norwood said there were no monies budgeted for another person, do they want to amend the budget or leave the funding until July.

Mr. Johnson thought waiting until July would be fine.

Ms. Noe said realistically by the time you advertise and choose a person, you couldn't do it much faster than that anyway.

A motion was made by Johnson, seconded by Macha, to adjourn. Motion passed and the meeting adjourned at 7:54 p.m.

Gary Norwood, Mayor

Phyllis Schaeffer, City Recorder