

Special meeting of the mayor and council was held December 28, 2017, 5:00 p.m. at city hall. Mayor Jennifer Brush presided. Council members present: John Bisnette, John Cary, Devin Renken, Teri Cordill, and Tonya Kuhn. Others in attendance: Bruce Berkley, Evan Joy, Jane VanDonge, Terry Gradig, Vickie Oviatt.

Mayor Brush called the special meeting to order for the purpose of approving licenses, permits, vouchers, payroll, transferring funds, personnel manual review, and an executive session for matters of non-elected personnel.

John B. moved, seconded by Devin, to approve CMB Licenses #18-07 and #18-08. Carried.

Tonya moved, seconded by John C., to approve plumbing license #18-28. Carried.

Devin moved to approve special use permit #18-02. John B. seconded the motion. Carried.

John C. moved, seconded by Devin, to move \$7,000.00 from the Fire Department to Fire Equipment Reserve. Carried. John C. and Devin abstained.

Vouchers and payroll were reviewed and signed. Devin moved, seconded by John B., to approve vouchers and payroll as presented. Carried.

City Attorney had copied the personnel manuals for council's review. John C. moved to review the employee handbook and discuss at the January 2 meeting. Devin seconded. Carried.

At 5:15 p.m., John C. moved to recess into executive session to discuss matters pertaining to non-elected personnel to discuss employee performance, with the council, mayor, and city attorney present for 30 minutes. Tonya seconded the motion. Carried.

(Remaining minutes taken by Jennifer Brush)

5:43 council resumed regular session. Bruce left the meeting. John Cary made a motion to recess into executive session for 15 minutes for matters pertaining to non-elected personnel to discuss employee performance with council and mayor present. John Bisnette seconded. Motion passed unanimously.

5:55 council resumed regular session. Tonya made a motion to have department supervisors evaluate employees and present the forms for review at the next meeting and for council to evaluate Vickie and Terry on employee performance at the next meeting. Teri seconded. Motion passed unanimously.

6:00 John Cary made a motion to adjourn. Teri seconded. Motion passed unanimously.

Jennifer Brush, Mayor

Vickie Oviatt, Clerk

