

## MINUTES OF THE MINNEOTA CITY COUNCIL MEETING

PURSUANT TO CALL AND DUE NOTICE THEREOF, THE CITY COUNCIL OF THE CITY OF MINNEOTA, COUNTY OF LYON, STATE OF MINNESOTA, MET IN SPECIAL SESSION IN THE CITY COUNCIL CHAMBERS ON MONDAY, AUGUST 5, 2019 AT 6:30 P.M.

**COUNCIL PRESENT:** Mayor John Rolbiecki  
Council Member Travis Gillund  
Council Member Tim Koppien  
Council Member Nancy Reisdorfer  
Council Member Amber Rodas

**STAFF PRESENT:** Shirley Teigland

**OTHERS PRESENT:** None

### **ITEM 1: CALL TO ORDER**

Mayor John Rolbiecki called the special council meeting to order at 6:30 p.m.

### **ITEM 2: ADOPT AGENDA**

Gillund motioned, seconded by Koppien to approve the agenda. MOTION PASSED UNANIMOUSLY

### **ITEM 3: CLERK POSITION**

The Council read a letter of resignation from City Clerk Alexis Ramirez effective August 30, 2019. Koppien motioned, seconded by Reisdorfer to accept the letter of resignation and directed the Administrator to begin advertising for the clerk position immediately, accepting applications through August 21, 2019 at 5:00 p.m. The Personnel Committee will meet August 23, 2019 to review all applications, complete the approved Clerk Rating Scale and compile a list of candidates to be interviewed during a Special Council meeting September 3, 2019. The Council also approved Caselle software training for the new clerk to be done remotely by Civic Systems, LLC. MOTION PASSED UNANIMOUSLY. Additionally, the Council reviewed the most recent clerk job description, the help wanted ad to be published, an approved clerk applicant rating scale, a clerk interview question template and the 2019 clerk wage step scale. No revisions were made to the additional paperwork reviewed by the Council.

### **ADJOURNMENT**

Koppien motioned, seconded by Rodas, to adjourn the meeting at 7:00 p.m. MOTION PASSED UNANIMOUSLY.

*The next scheduled Regular Council Meeting is scheduled for September 9, 2019 at 6:30 p.m.*

ATTEST:

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Shirley Teigland, City Administrator

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John Rolbiecki, Mayor

Council Approved September 9, 2019