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**PROCEEDINGS OF THE AFTON CITY COUNCIL
CITY OF AFTON
WASHINGTON COUNTY, MINNESOTA**

APPROVED City Council Special Meeting Minutes
MAY 2, 2017
Afton City Hall
3033 St. Croix Trail
Afton, MN 55001
6:45 P.M.

1. **THE MEETING WAS CALLED TO ORDER** at 8:21 P.M. by Mayor Bend.

2. **ROLL CALL:** Council Members Nelson, Ross, Richter and Palmquist and Mayor Bend. Absent: None.
Quorum Present.

ALSO PRESENT: City Administrator Ron Moorse.

3. **APPROVAL OF AGENDA –**

Agenda for the Special City Council Meeting of May 2, 2017-

**Motion/Second: Richter/Palmquist. To approve the agenda for the May 2 Special Council meeting.
Motion carried 5-0-0.**

4. **CITY COUNCIL BUSINESS**

A. **City Clerk Hiring Process** - Moorse provided an update regarding the City Clerk hiring process. The Personnel Committee is recommending Julie Yoho for appointment to the City Clerk position. She has substantial experience in all elements of the City Clerk position with the exception of elections. In addition, she has experience in project management, contract management, land use-related ordinance review and enforcement, and GIS. Her depth and breadth of experience and aptitudes would greatly benefit the operation of the office.

Moorse indicated Julie Yoho has a very flexible work schedule now and wants to maintain as much of that flexibility as possible to provide the work/family balance she needs. A work schedule of four days per week works for her, but she needs to be able to work from home on one of those days. The tasks to be accomplished from home would be clearly defined.

Compensation package. The following compensation package is recommended

- Starting Pay Rate: \$29 per hour
- Pay adjustments: 4% upon successful completion of six month probationary period, 4% at 1 year and 4% at 2 years
- Vacation leave: A credit of 10 days of vacation on the start date and an accrual of 15 days per year
- Sick leave: A credit of 10 days of sick leave on the start date and an accrual of 1 day per month

Motion/Second: Ross/Bend. To authorize the hiring of Julie Yoho, with the flexible 32 hour per week work schedule and the following compensation package.

- **Starting Pay Rate: \$29 per hour**
- **Pay adjustments: 4% upon successful completion of six month probationary period, 4% at 1 year and 4% at 2 years**
- **Vacation leave: A credit of 10 days of vacation on the start date and an accrual of 15 days per year**

- 55 • **Sick leave: A credit of 10 days of sick leave on the start date and an accrual of 1 day per**
56 **month**
57 **Motion carried 5-0-0.**

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59 **ADJOURN –**

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61 **Motion/Second: Bend/Richter. To adjourn the meeting at 8:30 P.M. Motion carried 5-0-0.**

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63 Respectfully submitted by:

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67 Ronald J. Moore, City Administrator

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69 **Approved by Council (on May 16, 2017) as (check one): Presented: X Amended: _____**

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71 **Signed by Mayor Richard Bend _____ Date _____**