

## 5-30-12 Special Meeting

Started at 6:31pm

Attendance: Joe, Nate, Paula, Tammy

Eric came at 6:35pm

### Pledge of Allegiance

- Joe Krippner motioned to accept Leslie Arnold's last day as June 6<sup>th</sup>. Paula Capes 2<sup>nd</sup>'s the motion.
- Deputy Clerk/Utilities Coordinator: Need Leslie to come up with a list of tasks/responsibilities. Tammy will take care of this.
- We also need to find the job description, which Joe may have. We need to add the Kimball sign to the description.
- We need to start advertisement for the position. All agreed that 30 hours average position. Will go in Kimball Paper, SC times and League of MN and be there for 2 weeks. They have until June 22<sup>nd</sup>.
- Deadline: Monday, June 25<sup>th</sup> have the top 3 choices, have a special meeting. Tentatively schedule interviews for July 2<sup>nd</sup>.
- Nicole will be offered overtime for the missing hours when Leslie is gone. We will establish how many hours necessary at the next meeting. Talk to Nicole to see if she is willing to take some additional hours on.
- Jon Albert from Kimball Church of Christ asked to use the ball field on Sunday, June 10<sup>th</sup>. They need to provide proof of insurance. Nate made a motion to approve, 2<sup>nd</sup> from Paula.
- Personnel committee needs passwords for computer, along with keys from Leslie, Nicole, Chad and Ed.
- Nate asked about easements. Chad went around to most of the town, and only has about 7 people left.

- We will still be looking for bids for city job descriptions. Find out if we got any yet.
- We need to get a speaker system: Nate knows someone and will get a bid.
- Need to discuss in a later meeting if we should buy a drop box for payments.
- Next meeting is June 12<sup>th</sup>.
- Motion to adjourn from Joe at 7:13pm, 2<sup>nd</sup> by Paula.