

Ely City Council Special Meeting Proceedings

The Ely City Council met in special session on March 05, 2020 in Council Chambers. Officials present were Council Members Kay Hale, William Tuthill, Ben Symonds, Judy Wery, and Dan Whitaker. Mayor Eldy Miller called the meeting to order at 6:02 PM.

Plans for the City Administrator position was discussed and continuing need to for contracted work with Kendall Consulting, as needed. Jeff Horne reviewed the list of open projects which he is working on. A letter of resignation was presented by Jeff Horne.

Councilperson Whitaker made a motion to accept the resignation of Jeff Horne with the plan for him to stay until May 2020, 2nd by Symonds. All ayes. Carried

Pat Callahan presented an overview of the search process for the City Admin position. Council discussed utilizing Callahan Municipal Consultants to search for a new City Administrator. Councilperson Hale made a motion to accept the agreement for services to lead the search for the new City Administrator at a cost not to exceed \$8,000, 2nd by Wery. All ayes. Carried.

Next, council focused on a shift in duties within the office, hiring for the new Utility Billing/Deputy Clerk position, per the provided job description, and Luanne Miller moving into the Clerk position, per the updated job description, with Luanne's salary to be discussed at a later time. Council also discussed the duties of the City Administrator position, per the updated job description. A salary range for the Admin position was set at \$70,000-\$90,000.

Councilperson Hale made a motion to approve the new job descriptions and post the Utility Billing position by social media, city website, Indeed, Clerknet and various other sites. 2nd by Whitaker. All ayes. Carried.

Councilperson Whitaker made a motion to post the City Administrator position by city website, Iowa League of Cities, Iowa Association of Municipal Utilities, Iowa Area Council of Government, Grapevine and various other sites. 2nd by Symonds. All ayes. Carried.

With no further business being evident, council adjourned the meeting by motion made by Hale, seconded by Wery, All Ayes. Motion carried, at 7:23 PM

Meeting adjourned.

Eldrew Miller, Mayor

Luanne Miller, Deputy Clerk