

CITY OF MONTAGUE
MINUTES
SPECIAL CITY COUNCIL MEETING
March 27th 2015
9:30 AM

CALL TO ORDER: 9:30 AM
ROLL CALL: Keller, Robustellini, Aiello, Hammond and Newton
ATTENTANCE: Eve Rooker, Felica Barber, Dave Dunn, Chris Tyhurst, Kim Brown, Jason Vela, Karole Meeks, Janice Haines, Becky Simms

PUBLIC COMMENTS: NONE

AGENDA:

1. Discussion Employee Communications

Mayor Keller states that despite the difficult past few months, the council has a Zero Tolerance for the disrespecting of Co-workers, Council Members and Citizens by any City of Montague Workers.

City operations require working between all departments, office, maintenance, code enforcement, to give the citizens of Montague the best service possible.

Kim discussed using a program called PT WIN that allows all departments to access info based on address so that all departments can record and see happenings.

Possibly have a bi-monthly staff meeting to keep everyone in the loop.

Hammond feels that the citizens have been disenfranchised with their city government.

Becky Simms requests meetings are held in the afternoon.

Aiello talked about "timely response". When items are requested they should be received within a timely manner, if not received, let the commissioner or a council member know you have not received.

All time sheets for Dept. heads will be signed by either Jayne or John for OT/CT.

Request made to Janice, City Treasurer, to supply a treasurers report to the council, working with the clerk's office to get a spread sheet started to help in her getting that done.

2. Discussion/possible action to hire replacement Clerk/Typist.

Mayor brings up option of hiring off of the still eligible list from last summer and hiring Ciera Weldon Huha for the clerk/typist position. With a pay scale of 13B (\$11.42/hr) to start.

Motion made by Newton, seconded by Robustellini, to hire Ciera Weldon Huha at a rate of \$11.42/hr., Ayes, all

Newton advised updating the hiring packet forms for direct deposit.

3. Discussion/possible action to approve position descriptions for City Clerk and Account Clerk.

Review and update job description for City Clerk position.

Motion made by Hammond, seconded by Aiello to table final approval for City Clerk Job Description until the 4/2/15 council meeting. Ayes, all.

Received call back from Ciera Weldon Huha, accepting the job offer.

Review and update job description for Account Clerk position.

Motion made by Hammond, seconded by Aiello to table final approval for Account Clerk Job Description until the 4/2/15 council meeting. Ayes, all.

Motion made by Hammond, seconded by Robustellini to adjourn. Ayes, all.

ADJOURN: 11:50 AM

ATTEST:

CITY OF MONTAGUE:

Deborah Scott

Jayne Keller, Mayor