

**Lake City Common Council
Special Meeting
Monday, March 27, 2014 4:30 p.m.
City Hall Council Chambers**

Members Present: Mayor Joel Beckman, Phil Gartner, Mark Spence, Mary Lou Waltman, Gene Durand, Andru Peters

Members Absent: None

Staff Present: City Clerk Kari Schreck, Public Works Director Scott Jensen, Library Administrator Patti Bross, Planning Director Rob Keehn

Mayor Beckman called the meeting to order at approximately 4:30 p.m. in the council chambers of city hall with a quorum present.

Review and adopt/amend agenda

Motion Gartner, second Waltman to approve the agenda as presented. All ayes 6-0-0.

Approve Children's Librarian hire Rol

Emily Nelson, former children's librarian, resigned at the end of February. Brigette Rol has a degree in English Literature from the University of Nebraska. She currently volunteers at Bluff View Elementary School library and is a substitute teacher. The Library Board HR committee approved the hire request on March 10, 2014.

Motion Spence, second Peters to approve hiring of Brigette Rol for position of part-time children's librarian, Grade 6, Step D of the 2014 part time pay schedule pending successful background check. All ayes 6-0-0.

Review candidates for vacant council position

The city received 5 applications for the vacant council position. The successful applicant will complete the term through calendar year 2014. If council wishes to have more time to review, they may not appoint and table at this time or request more information.

Council members stated that they had reviewed the applications and were ready to proceed.

Motion Spence, second Waltman to adopt Resolution 14-024 appointing Randall Klipfel to serve the unexpired term of Matt Powers. All ayes 6-0-0.

Approve a proposal from TRImension Design to produce construction specs and drawings for the new food shelf building

In order to solicit proposals and ultimately build the new food shelf building, a set of specs and drawings must be produced to show design requirements and allow for the estimation of construction costs. The new building is approximately 2000 square feet. These documents will also be used for the permitting process to allow the building official to sign off on the structure. The cost of the services would be \$6,030.00.

Motion Gartner, second Peters to approve a proposal from TRImension Design to produce construction specs and drawings for the new food shelf building. All ayes 6-0-0.

Review and approve position profile for City Administrator search from Richard Fursman

As part of the candidate search, the position profile is a valuable instrument to showcase and highlight your community. The profile lets candidates know assets, resources and amenities that Lake City has to offer, as well as the organizational makeup of the City with the various departments reporting to the Administrator. This document is a key recruiting tool in attracting viable candidates for the position. All council members provided feedback to Mr. Fursman on the qualities they are looking for in a city administrator.

Motion Peters, second Durand to approve as amended the position profile for City Administrator search from Richard Fursman. All ayes 6-0-0.

Motion Gartner second Peters to adjourn at 5:30 p.m. All ayes 6-0-0.

Joel T. Beckman, Mayor

ATTEST:

Kari Schreck, City Clerk