

City of Menlo
Special City Council Meeting
June 9, 2021 7:00 PM
Clerk's Office

Mayor Griswold called the meeting to order at 7:00 pm with Korradi, Jacobson, and O'Brien present. Miller arrived at 7:30 pm.

Motion by Korradi seconded by Jacobson to approve the agenda with changes noted 5. Public Forum, 6. Budget, 7. Camping fees and 8. Adjourn. All Ayes.

Before discussion two items you need to know, first Michael Clark will not help with town clean up due to lack of help gotten this year. Second, alleys Faust worked on and report to council at last meeting someone went down them again and reworked them. At my alley they took rock from my drive to pull into the alley. Unsure who the person was that did this. Outlet in clerk's office doesn't work. Reminder you have special meeting June 23, 2021, at 7:00 pm for Council position which has been published in The Stuart Herald. Letters can be received for council position if no letters can re-appoint Jones.

Clerk let council know it was added stress to know if Casey's clerk was called for help one of the council people would know about it. Council received list of examples for the clerk's position from clerk Berger. Berger made copies of receipts that are written for bank deposits and accounting system entries. Clerk will add a copy of the restitution payment so the new clerk will know how to handle it. Discussion for who can request mowing letters can be requested by Faust or Councilman and clerk can then note what letters were sent on next monthly meeting. Dickson mentioned 4 hours set aside where clerk has uninterrupted time, something to think about for the new clerk.

Ad is in this week's Stuart Herald with error stating with insurance but that wasn't how ad was placed. Clerk to stop by and get it corrected. Discussion was held on salary with raise in 6 months, how to handle training for new clerk. Training will be either Casey's clerk, Polly or Redfield clerk. O'Brien felt we have used up the Casey's clerk and Polly for their help. Miller will check with Redfield clerk, who has been there a long time, to see if she would be interested in training during the day and what payment will be. Miller stated Redfield clerk felt during the day training would be best when he'd talked with her earlier. If Light doesn't want to train, see if there is someone from the computer company who can come. Clerk position to be added on the sign and Menlo website. Interviews set for June 27, 2021, at 5:00 pm with offer given ASAP. If previous applicants want to apply again they can call the clerk's office to have their application pulled for interview. Clerk position will need to be added to the regular meeting in July. When Berger is gone who will make deposits, do payroll and pay bills? Mayor will have to take deposits to bank. No one in clerk's office from June 16 – June 30. Will need to do 28E agreement first with Casey. Mayor to make call. Mayor and Miller will have to sign checks.

Motioned by Korradi seconded by Jacobson to open public forum. All Ayes. Janet Dickson gave suggestions for new clerk to do payroll and bills every 2 weeks instead of weekly. Paying trainer if occurring during her workday they are already getting paid but if on her time you would need to pay her. Dickson checked with Faust he said if city paid his comp time out, he would be ok with it. Will need to discuss on July meeting. Jones apologized for his attitude at the May meeting. Motioned by Jacobson seconded by O'Brien to closed public forum. All ayes.

Dickson talked about budget amendment it was doubled in error. Never worry about more revenue it's expenses you can't go over. New budget for 2021/2022 Other Employees Benefit is \$7000 less than last year which doesn't cover your expenses. Will begin July 2021 can do anything to correct this it is your tax request for next year will have to cover this from general fund. Miller mentioned clerk had worked with Casey's clerk to do budget, not sure why there are problems. Working with League of Cities to see about insurance for city worker could help it to be reduced for next year. IPERS wasn't paid the correct amount but has now been corrected this month.

Dickson spoke about camping fees, and you need to pay taxes on the money you receive. We called the Department of Revenue to verify this information. May want to discuss raising the fee to then back out the sales tax. Add this for the July meeting to discuss.

Motion by Jacobson seconded by O'Brien to adjourn the meeting. All Ayes.

Mayor Griswold declared the meeting adjourned at 8:20 p.m.

Lyle Griswold, Mayor

Attest: Deanna Berger