Minutes
Silver Lake City Council
Special Meeting
May 1, 2018

Mayor Bruce Bebo called the meeting to order at 7:00pm.

Members present: Mayor Bruce Bebo, Councilors Ken Merrill, Josh Mason and Brenda Fogarty

Members absent: Councilor Nolan Johnson

Others present: Kristi Mesenbrink, Deputy Clerk

1. The Council discussed the Deputy Clerk job description.

*A motion was made by Councilor Fogarty seconded by Councilor Mason to approve the following changes to the Deputy Clerk job description: Change City Administrator to City Clerk, add “Assist in elections” to general duties, change “prepares invoices for ambulance to tracks invoices for ambulance”, remove the duty “assist with scheduling of auditorium events” and add “Familiarity with Microsoft Office” as a minimum qualification.*

*Vote for: Unanimous*

*Motion carried.*

1. The Council discussed the Deputy Clerk job posting ad.

*A motion was made by Councilor Mason seconded by Councilor Merrill to approve the Deputy Clerk job posting ad with a deadline of 5/18/18.*

*Vote for: Unanimous*

*Motion carried.*

*A motion was made by Councilor Mason seconded by Councilor Fogarty to adjourn this special meeting of the Silver Lake City Council.
Vote for: Unanimous
Motion carried; meeting adjourned at 7:49PM.*

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Kristi Mesenbrink, Deputy Clerk