



**MINUTES**  
**CITY COUNCIL WORK SESSION**  
**September 22, 2008**

**CALL TO ORDER**

The meeting was called to order by Mayor Gilbert 6:44 pm.

**Present:** Mayor: Randy Gilbert; Council: Sam Rettinger, Sharon Henderson, and Jim Benson, Ben Goodwin

**Staff Present:** City Administrator: Steve Stahmer

**Absent:** Council: none

**APPROVE AGENDA**

*A motion was made by Benson, seconded by Henderson, to approve the Agenda as presented.  
Ayes: all.*

**DISCUSSION ITEMS**

**Discussion: Appointment of Interim Administrator**

Stahmer stated that the purpose of this meeting was to discuss the appointment of an Interim City Administrator. Stahmer indicated that the City Council generally had two options with regard to an interim appointment. First, the City could hire an outside consulting interim administrator who would most likely work part time on an hourly basis. Second, the Council could appoint an existing City employee to be the interim administrator. In circumstances where an existing employee is asked to take on a dual role, a monthly salary increase/stipend is typically

Given that the Council will change as of January 1 given the November election, Stahmer recommended that any decision regarding a permanent replacement or reorganization be made by the new Council in early 2009. Stahmer acknowledged that certain Council members have proposed combining the positions of City Administrator and Finance Director moving forward.

Stahmer stated that he believes Terry Post has the knowledge and ability to act as Interim Administrator. However, Stahmer stated for the record that he would recommend that the two positions be kept separate and that the position of City Administrator be back-filled by the new Council. He noted that the workload would dictate two separate positions and that while Post may be able to act in the capacity of a combined position, it is unlikely that the City would be able to attract candidates qualified to fill such a dual role in the future if/when Post were to leave the City in the future.

The Council discussed the desirability of naming Terry Post Interim Administrator. It was the consensus of the Council that Post would be the correct choice for the position. On a somewhat related personnel matter, Stahmer stated that staff will also likely be recommending a change in the administrative assistant function at the Fire Department and City Hall. With the Fire Chief's six-month evaluation occurring and officers being appointed, he has now had enough time to analyze the administrative support needs at the Department in terms of the Administrative Assistant function and the duties to be carried out by the newly appointed officers. It is the joint opinion of

the City Administrator, the Fire Chief and the Finance Director that the position should be changed to a part time position working entirely out of City Hall. Depending upon the decision of the Council with regard to replacing the City Administrator position or combining it with the Finance Director, City Hall may or may not need additional administrative support beyond part time (with minimum requirements and duties to be considered at that time). Such recommendations will be coming forward to Council in October, likely from the Interim Administrator, if Post is appointed.

Stahmer stated that, while Post has been mentioned by one or two Council members as the likely appointee, an offer has not been made or accepted by Post. Stahmer stated that the Council would need to determine how much additional salary to offer Post as a monthly stipend to act in the joint capacity. He recommended that a starting point would likely be the salary difference between the top range of the Finance Director position and the top range of the City Administrator position, \$1,200 per month. Stahmer noted that he feels this would be a likely minimum starting point with regard to negotiating with Post.

Gilbert stated that he and Goodwin had discussed this issue with Post in the past with regard to taking over both positions in a dual capacity. Gilbert stated that Post had indicated that he would be willing to take on the dual responsibility for a salary halfway between his current salary and Stahmer's, or \$600 per month.

Stahmer stated this was the first time he had heard that that discussion had been held between Gilbert, Goodwin and Post. Therefore, he could not comment on that assumption.

Stahmer stated that, in order to assure a successful appointment at the regular Council meeting to follow the work session, he would recommend the Council recess the work session so that the Mayor could discuss the issue with Post in private and determine if an agreeable offer could be achieved.

Mayor Gilbert recessed the meeting at 7:04.

Mayor Gilbert returned and reconvened the meeting at 7:08. He stated that he briefly discussed the potential offer with Post and that Post had indicated he would accept the Interim Administrator appointment for a minimum three-month term with an additional salary stipend of \$1,500 per month during that period. After the three-month period, both the Council and Post can review the situation to determine if it should continue until a formal decision is made by the new Council in 2009 with regard to the positions.

Stahmer stated that the Council could make that formal decision at the regular Council meeting to follow.

## **OTHER BUSINESS**

### **ADJOURN**

Hearing no objection, Mayor Gilbert adjourned the September 22, 2008 City Council Work Session at 7:10 pm.

Respectfully submitted,

Steve Stahmer  
City Administrator