

CITY OF ELKHART SPECIAL MEETING MINUTES MARCH 29th, 2018 - 7:00 p.m. City Hall

1. Call to Order

Mayor Snyder called the meeting to order at 7:03 p.m.

2. Pledge of Allegiance

Mayor Snyder led the room in the Pledge of Allegiance.

3. Roll Call

Council members present: Michael Just, Steve Nolte, Kevin Smith, Brian Shipley and Colten Fors

Staff present: City Clerk Kyle Michel

4. Approval of the Agenda

Motioned by Just, Seconded by Fors, motion carried unanimously.

5. Citizen Hearing and Other Communications:

None

6. Consent Agenda

City Clerk gave a review of the items on the Consent Agenda.

Motioned by Shipley, Seconded by Fors, motion to approve the consent agenda carried unanimously.

- a. Liquor License – The Hen House Grub n’ Pub
- b. Tax Abatement Application – 606 NE Elm Street, James and Karen Biegger

7. Discussion – City Staffing Requirements

Discussion was held to review and evaluate current staffing needs and future staffing needs of the City. The City’s growth was considered and discussed as well as the increase in City projects. No action was taken as a result of discussions.

8. Performance Review – Kyle Michel, City Clerk

Closed session pursuant to Chapter 21, Section 5, Letter i of the Code of Iowa: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.

Mayor Snyder informed Council of the written request from the City Clerk for a Closed Session. Motion by Just, Seconded by Nolte to enter into Closed Session at 8:15 p.m., motion carried unanimously

Closed Session Pursuant to Chapter 21, Section 5, Letter i of the Code of Iowa.

Motioned by Just, Seconded by Nolte, motion carried unanimously to enter Closed Session at 8:15 p.m. Council returned from Closed Session at 8:47 p.m.

9. Resolution 2018-37 A Resolution to set the salary for City Clerk, Kyle Michel

Motioned by Shipley, Seconded by Nolte to set the City Clerk’s salary at \$55,000 per year with no additional benefits, effective April 1st, 2018. Motion carried unanimously.

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10. Adjourn

Motioned by Just, Seconded by Shipley, motion carried unanimously.
Mayor Snyder adjourned the meeting at 9:03 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk