

**MEETING MINUTES
CITY OF HECTOR
SPECIAL MEETING
HECTOR CITY HALL – 7:00 P.M.**

JANUARY 14, 2016

PRESENT: Mayor Steven Squibb, Council Members Ralph Bergsma, Doug Best, Jeff Heerd and Penny Kandt.

STAFF PRESENT: Kathy Blackwell, Mike Kenney, and Jerome Schueller.

HIERARCHY – The Mayor and Council discussed a change in the hierarchy within the city and directed Clerk Blackwell to make the changes to the diagram. The changes include implementing the liaisons in the hierarchy and separating water/wastewater operations from street/park maintenance.

JOB DESCRIPTIONS – The Mayor and Council asked Kenney, Schueller and Blackwell to review and update their job descriptions. The updates are to be completed by February 12, 2016.

AEM – Following a discussion, it was agreed that AEM be kept on contract, but identify some tasks that AEM currently completes that can be completed by city staff when the contract renews in July.

LIAISONS – The Mayor offered the suggestion of eliminating the Personnel Committee and have the department liaisons serve as the personnel committee for each department.

PERSONNEL POLICY – Clerk Blackwell was directed to continue working on an updated personnel policy.

MOTION by Doug Best and seconded by Ralph Bergsma to adjourn the meeting at 8:06 p.m.



Kathy L. Blackwell, City Clerk