

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

MARCH 15, 2018

COUNCIL PRESENT: Mayor Janis Weikle, Jeff Heerdts and Penny Kandt.

ABSENT: Doug Best and Vacant

STAFF PRESENT: Kathy Blackwell and Jerome Schueller.

ALSO PRESENT: Gary Weiers, Liza Donabauer, Mark Schwiderski, Marlys Hagstrom, Marty Lawson and Joan Kirgiss.

Mayor Weikle opened the meeting at 7:00 p.m. and announced that the purpose of this special meeting was to discuss the administrator search only.

ADMINISTRATOR SEARCH – Gary Weiers and Liza Donabauer from DDA reviewed the draft position profile and job description with the council. Several changes were requested. The changes will be implemented prior to posting the position. The council set the salary range at \$66,000 to \$75,000. The timeline schedule was confirmed with the selection of finalists being made at a special meeting on May 7, 2018 and interviews at a special meeting on May 30, 2018. The council agreed that the position announcement should be published in the News Mirror in addition to the several places that DDA will post the announcement.

MOTION by Jeff Heerdts and seconded by Penny Kandt to adjourn the meeting at 8:14 p.m.



Kathy L. Blackwell, City Clerk