Upon proper notice and due call, a Special meeting of the Sebeka City Council was called to order in Council Chambers of the Sebeka City Hall at 6:33 p.m. by Mayor Anderson. A quorum of the council was present with Mayor Anderson, Council Members Grewing, Lillquist, Schmitz and Nims in attendance. City staff attending at least part of the meeting included Hahn, Haman, Hoppe, Lane and Randall. Matt Johnson from the Review Messenger attended on behalf of the media.

The Pledge of Allegiance was recited.

The agenda was presented.

**Recommendation for hiring:**

The council reviewed the results of the applications and interviews for the Maintenance/Public Works Assistant position. Department Head Tom Hoppe reported he was extremely pleased with the results of the interviews, indicating he felt any one of the five applicants interviewed would be great for the job. The Public Works Committee members also expressed that they were very impressed with all the interviewees.

A recommendation was made to hire applicant #2, Matthew Palmer. The position was advertised at a pay rate of $16.96 which is base pay for Grade 9. Mr. Palmer has requested a higher rate of pay. The clerk cautioned council that a current employee at the same grade who has been with the city for close to two years, and with a job description “score” higher than that of the assistant position will be earning less than the newer employee if they pay the requested wage. Council discussed the experience of the applicant, noting his interview/application scores were nearly 100 points higher than other applicants, and this, along with his experience, justified placement at a higher step.

**Motion** by Grewing and seconded by Nims to hire Matthew Palmer as the Maintenance/Public Works Assistant at Grade 9, Step 2 with an hourly rate of $18.18, pending successful completion of the background check, with a start date to be determined by the Department Head, Tom Hoppe. Motion Carried – unanimously with Anderson, Lillquist, Grewing and Nims all voting in favor.

**Motion** by Lillquist and seconded by Grewing to hire recommendation #2 at a rate to be determined if for any reason hiring of Mr. Palmer does not occur. Motion Carried – unanimously with Anderson, Lillquist, Grewing and Nims all voting in favor.

**Motion** by Lillquist and seconded by Nims to pay the $15 fee for the employment background check for Mr. Palmer. Motion Carried – unanimously with Anderson, Lillquist, Grewing and Nims all voting in favor.

**Review of Proposed Department Budgets for 2019**

A review of the Police Department budget was conducted. Noted that budget includes training and software purchase for CIS software purchase, installation, and first year maintenance.
A review of the Public Works Department budget was conducted, including water, sewer, parks, pool, fitness center, cemetery, streets, street lighting and snow removal. Discussion concerning need to levy small amounts each year to be set aside for future capital expenditure and maintenance requirements. Brief discussion regarding funding for infrastructure maintenance and repairs, and funding assistance.

A review of the Fire Department budget was conducted. Reviewed the capital improvement plan for the department and the funds that are being set aside (designated) each year for these purchases.

A review of the Liquor Store and Event Center budget was conducted. Budget includes funds for capital expense for implementing food. Business planning is still in process to determine if/when this will occur. Revenues and expenditures have been reduced from 2018 planned budget. This is based on 2018 actuals year-to-date and projecting forward.

A review of the Administrative Department(s) budgets were conducted, including General Government, Council, City Hall, Clerk, and Elections in Fund 101; Funds 226, 227, 230, 250, 352, 358, and 359. Briefly discussed training for Clerk and Deputy that has been included in the proposed budget.

Council expressed pleasure with the efforts of each department head and the level of progress made in development of the 2019 budget. The council requests each department head submit names of employees for whom the recommend a pay step increase based on performance/merit. Requests for step increases will be considered on a case-by-case basis.

At the next budget workshop meeting, capital expenditures and other adjustments will be considered, pending on the outcome of the levy calculation.

Motion by Lillquist and seconded by Nims to adjourn the meeting at 8:15 p.m. Motion Carried – unanimously with Anderson, Lillquist, Grewing and Nims all voting in favor.

________________________________________________________
Cheryl Hahn, City Clerk/Treasurer                   David A. Anderson, Mayor