

**Minutes**  
**Special Called Finance and City Council**  
**First Floor Conference Room at City Hall**  
**Tuesday, March 10, 2020 at 6:00**  
**Immediately following the Agenda Prep Meeting**

**Welcome and Call to Order.** Mayor Richard Harris

**Roll Call.** Gina Skelton, City Clerk-Treasurer

**Councilmember's.** Phyllis Carruth, Shawn Harris, Justin Keller, Eric Westcott, Alderman Larry Brown, Alderman Mark Tripp, Chris Olson and Rick Harrell.

**Special Business.**

On March 10, 2020 the Finance Committee and held a Special Meeting and passed the following Items on to the City Council Special Meeting.

**Item 1. Approval of Planner I job description and position.**

**Item 1a. Approval Request: Staffing – Planner 1**

**Change in Plan:** The Assistant Planner has announced her intentions to stop working on May 1<sup>st</sup>, 2020 and utilize some (336 hours of 869 hours accrued) of the unused Vacation, Sick and Comp Time.

**Budget Details:**

Total Budget in 2020 for Assistant Planner Position was \$36,257.47 including an anticipated payout for unused Vacation, Sick and Comp hours of \$16,543.15. The retirement date included in the plan was June 30<sup>th</sup>, 2020.

Total Budget in 2020 for the Planner 1 Position was \$29,769.23 with a planned start date of May 1<sup>st</sup>, 2020.

**Net Impact on Budget is favorable in the amount of \$2,726.11**

**Mr. Harrell made a Motion to Approve Item 1 and Item 1a. Motion passed - Voice vote 8-0.**

**Mr. Westcott made a Motion to adjourn, seconded by Mr. Brown. Adjourned.**

Mayor Richard Harris.

*[Signature]*

City Clerk Gina Skelton.

*Gina Skelton*

Approved by Council.

4.16.20

