

**City of Ida Grove  
Personnel Meeting  
August 9, 2018 – 12 Noon  
City Council Chambers**

Personnel Chairmen, Ryan Goodman, called the meeting to order at 12:08 p.m. with the following Councilmen present: Gregor Ernst & Doug Clough. Mayor Whiteing was also in attendance.

Motion by Ernst to approve the agenda, second by Clough. On a unanimous vote, motion carried.

The committee discussed positive feedback they have received from the community in regards to City Hall with City Clerk, Heather Sweeden, during her 90-day review. They also discussed strong points they have witnessed as well as goals to obtain going forward. The committee feels there are a lot of good things happening in City Hall but, are also some changes they would like to see happen. Looking at the weekly management meeting notes, Sweeden is taking on too much. The committee would like to see her focusing on Northland Securities and working with the City Crew. All other things should be delegated to the other staff at this point. They would like City Hall to work on getting the information needed to Councilman Ernst in order to create a tracking system for logging calls/complaints. They expressed the need to “re-train” the community as well as other City staff to work with the other help in the office instead of continuing being used to looking to Sweeden for answers/help. Council also requested that City Hall staff create their own job descriptions since two of the positions are new. The descriptions would need to be approved by Council at a regular meeting. Lastly, Council would like a bi-weekly report on all staff OT hours. They would like to see OT greatly reduced or brought to zero, if possible. Sweeden recently attended and completed all courses needed to obtain her City Clerk Certificate. Motion by Ernst to recommend to the City Council that Sweeden move from an hourly position to a salaried position in the amount of \$48,000 yearly, second by Clough. On a unanimous vote, motion carried.

Motion by Ernst to adjourn, second by Clough. On a unanimous vote, motion carried.

Meeting adjourned at 1:14 p.m.

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Heather Sweeden, City Clerk

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Devlun Whiteing, Mayor