

**City of Ida Grove  
Personnel Committee Meeting  
May 10, 2018 - NOON  
City Council Chambers**

Personnel Committee Chairman, Ryan Goodman, called the meeting to order at 12:05 p.m. with the following Council Members present: Gregor Ernst, and Doug Clough.

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

The committee discussed a listing of duties and title for the upcoming job posting for the open position of Project Management Clerk at City Hall. The position will be responsible for vendor relations, ordinance compliance, office optimization, licensing and permitting, project management, and all the basic functions of the city office. Motion by Clough to have Heather Sweeden create a job posting to run in the local paper for two weeks, second by Goodman. On a unanimous vote, motion carried.

The committee also discussed making final changes to the city's personnel handbook. The changes discussed pertained mostly to vacation and sick time. The committee plans to present the final draft of the personnel manual to the council at the May 21, 2018 meeting.

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

Meeting adjourned at 1:00 p.m.

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Heather Sweeden, City Clerk

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Devlun Whiteing, Mayor