

**City of Ida Grove
Special City Council Meeting
July 2, 2018 – 5:15 p.m.
City Council Chambers**

Mayor Pro Tem, Paul Cates, called the meeting to order at 5:15 p.m. with the following Council Members present: Ryan Goodman, Scott Tomlinson, Doug Clough and Gregor Ernst. Mayor Whiteing was absent.

Motion by Goodman to approve the agenda, second by Tomlinson. On a unanimous vote, motion carried.

City Clerk, Heather Sweeden, discussed the ongoing projects in City Hall. Two employees, Kelly Young and Kandice Tomlinson, have been working at City Hall for less than a month and are still trying to learn the daily operations and receive training. Sweeden is finding it overwhelming to find time to continue daily operations of the city, train Young and Tomlinson, keep up with previously started projects and begin new projects asked of the Council. Council suggested that Sweeden set aside time in the morning and afternoon every day to train Young and Tomlinson. Council also asked that City Hall staff try to help with as many phone calls as they can without passing them on to Sweeden. Lastly, they suggested to Sweeden to consider herself “off-limits” for a couple hours per day to work on past projects and get caught up. Council expressed they are very happy with the progress coming from City Hall thus far and appreciate staff handling situations that arise on their own. They feel City Hall staff are all working hard, but overwhelmed, which is what they expected. Council understands things will not happen overnight.

Council also discussed the chain of command for City Hall. With the new office setting and new employees it would be in everyone’s best interest to establish a chain of command. All in house questions should be run through the City Clerk and any projects the Councilmen wish to be worked on should first be run through Sweeden and Mayor Whiteing. At that time, Sweeden or Whiteing can give further direction and expectations to staff. By setting the chain of command, the goal is to keep all staff and council members in the loop of ongoing projects.

Council also discussed the newly up and running City of Ida Grove Facebook page. Community Development Clerk, Tomlinson, is asking for a budget for promoting ads on the City’s Facebook page. Motion by Clough to approve Tomlinson to spend \$250 per quarter to promote the City of Ida Grove on social media at her discretion, second by Ernst. Tomlinson abstained due to a conflict of interest. Ayes: Clough, Ernst, Cates, Goodman. Nays: None. Abstain: Tomlinson. Motion passes 4-0.

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

Meeting adjourned at 5:52 p.m.

Heather Sweeden, City Clerk

Paul Cates, Mayor Pro Tem