

Washburn City Commission Special Meeting
Monday, March 5, 2018
6:30 a.m., City Hall

Commission members present: Thomas, Baumann, Jacobson, Kroll and Boehm, via telephone.

Commissioner Thomas called the special meeting to order.

Motion to accept Hendrickson's resignation, Jacobson and second by Thomas. Discussion: None. Roll call: Aye, Baumann, Jacobson, Kroll, Boehm and Thomas. Nay, none.

Motion to accept Zimmerman's resignation, Jacobson and second by Baumann. Discussion: None. Roll call: Aye, Baumann, Jacobson, Kroll, Boehm and Thomas. Nay, none.

Discussion on staffing of city office. Thomas will look into a temp service until the positions are filled. Thomas also advised he would help out in the office as much as he can.

Jacobson advised he would be collecting keys and passwords today from Zimmerman and had already gotten the credit card.

Jacobson said he would talk to Germundson about helping out in the office as well. Jacobson also asked if we should look into seeing if Hetletved would be interested in assisting with the books in the interim but Thomas thought with it being tax season it was doubtful.

Thomas advised that he had worked as much as he could over the weekend and had talked to Dick Bickert, however, Bickert was not interested.

Thomas will call around and find a temporary service to help with staffing and book-work. Boehm would like to have a special meeting called when a temp service is found to make it official. All agreed.

Discussion on job descriptions for the open positions. Jacobson suggested hiring a city manager/planner.

Audience member, Tana Larson thought it would be helpful to call other cities to see how they staff their offices.

It was also discussed that the whole commission should be involved with the interviews. Thomas would like to see everyone interviewed that applies instead of trying to narrow the pool of applicants down.

Motion to hire a full time auditor, Jacobson and second by Thomas. Discussion: Jacobson and Kroll will work on getting the job description and advertising. Roll call: Aye, Baumann, Jacobson, Kroll, Boehm and Thomas. Nay, none.

Motion to hire a receptionist/secretary with hours to be determined, Jacobson and second by Baumann. Discussion: None. Roll call: Aye, Baumann, Jacobson, Kroll, Boehm and Thomas. Nay, none.

Meeting adjourned.

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City of Washburn

Larry Thomas, President
City of Washburn