

Utility Personnel Meeting
Monday, May 23, 2022
6:30 PM at Utility Office Building

Members Present: Robert Affeld, Ross Canniff, Bart Coons, Mayor Wegener

Members Absent: None

Also Present: Laurie Runyan, Kiley Brunk

The meeting was called to order at 6:30 PM and roll call was taken. Motion by Canniff/Coons to approve the agenda. Motion carried 3-0.

Public Appearances/Comments: none

- I. Motion by Affeld/Coons to adjourn into closed session as per §19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Canniff AYE, Affeld AYE, Coon AYE.
 1. Interview candidates for Utility Billing Clerk.
 2. Discuss and possibly approve starting wage and benefits to offer new billing clerk.
 3. Discuss and take possible action on interim billing clerk position.

- II. Motion by Coons/Canniff to reconvene to open session as per §19.85 (2) and disclose findings if any. Canniff AYE, Affeld AYE, Coons AYE.
 - 1 & 2. Interviewed 2 candidates for Utility Billing Clerk. Motion by Canniff/Coons to hire Pamela Manke-Schwark at the wage of \$18.89/hr. with a 6-month probation period. If she does not accept job offer, extend the same offer to candidate #2. Motion carried 3-0.
 3. Following the recommendation of Steve Zach of Boardman Clark, motion is made by Affeld/Coons to retain Kiley Brunk as temporary part-time Utility Billing Clerk in order to complete the training process of new replacement. Motion carried 3-0.

Old Business: none

New Business: none

Motion by Canniff/Coons to adjourn meeting at 7:55 PM. Motion carried 3-0.

Minutes reported by:
Robert Affeld