

CITY OF MEDORA
Minutes of Special Meeting
April 27, 2016
(Subject to Council review and approval)

Ellison called the meeting to order at 11:00. Present were Denis Joyce, Todd Corneil, and Ben Brannum. Absent was John Tczap.

The purpose of this meeting was to fill the vacancy of the Medora Community Center (MCC) Director position and to extend the hours of the Deputy Auditor up to 32 hours/week to handle the MCC bookings and invoicing. Mayor Ellison recommended to the Council that Roger Clemens be hired as the MCC Director. Clemens would continue to be the Director of Security, and those duties would be included in this position without additional pay. Steffen contacted the ND Dept. of Labor to clarify if Clemens could work both the MCC Director position and work security events. An employee can work two jobs for the same employer with each job having a different rate of pay, however overtime is still applicable. Clemens stated that if he continues to be the Director of Security, he would like to be signing the special event permits so he can see what the terms of the events are. Corneil questioned if combining the MCC Director position and the Director of Security position would impact who would be qualified next time this position comes open. Ellison and Joyce stated that can be dealt with when the time comes. Joyce would like more clarification on who will be signing off on the special event permits. This item will be placed on May 3 City Council Agenda so the City Attorney can be included in the conversation. The City Auditor's budget would be amended when needed to cover the Deputy Auditor's additional hours. Corneil questioned what Nathaniel Awender's schedule will be for the summer. Ellison stated that Awender will continue to split his full-time position between the Medora Police Dept. and assisting with the Public Works and MCC. If seasonal help is found to assist with Public Works and the MCC, Awender's schedule could change, but it will be at the discretion of the Mayor. Ellison added that with MBI no longer using the MCC, Dell Beach and Roger Clemens will be expected to fill in for each other.

Joyce motioned to hire Clemens at a starting salary of \$41,600 per annum with the possibility of a \$1,000 raise after completion of a successful probationary period and extend the hours of the Deputy Auditor up to 32 hours/week to handle MCC bookings and billings. Second by Brannum. Motion passed unanimously.

There being no other business, Corneil motioned to adjourn. With no objection, meeting adjourned at 11:38 a.m.

Attest: _____ Douglas Ellison, Mayor

Attest: _____ Carla Steffen, Auditor