**Special City Council Meeting**
**City Hall, Cherokee, Iowa**
**June 16, 2015 – 5:30 P.M.**

A special meeting was called to order on this date by Mayor Murphy. Present: Council members Brown, Miller, Pingel, Peck, Johnson, Administrator Eikmeier, Clerk-Treasurer Taylor. Absent: City Attorney Herbold.

With upcoming retirements at the end of the year for the Administrator and the City Clerk-Treasurer, the council met to discuss how to go about filling these positions. After discussion of the City Clerk-Treasurer's position, the council opted to meet and interview Deputy Clerk Diane Cargin for promotion to the position. Diane has been with the City for 20 years as Utility Billing Clerk, during that time she served several years as Larrabee City Clerk on a part-time basis, and has written several grants that have been successfully funded. With her knowledge of the budgeting process, various reports and deadlines, and the City's financial software, Deb feels Diane is more than capable of performing the duties of City Clerk-Treasurer. After review of the job description, the council will establish a time for the interview.

In discussion of the Administrator's position, the council looked at two options. One would be to hire a consultant to do a search at a cost of $10,000 - $20,000. The other option would be to have Don and Deb put together promotional information and advertise in area media as well as Iowa, Minnesota, and Nebraska City Administrator Association publications, Iowa League of Cities, and other related publications. Don proposed a timeline starting July 1 with the distribution of information, advertise and accept applications through August 15, start the interview process in Sept.-Oct., and hopefully have someone on board by November 1. After discussing the pros and cons of using a consultant or having the City do the recruiting themselves, the council decided to proceed with Don facilitating the search process.

The meeting adjourned at 6:20 p.m.

Mark Murphy – Mayor

ATTEST:

Debra Taylor
City Clerk-Treasurer