

PROCEEDINGS SPECIAL COUNCIL MEETING

June 18, 2020

The Alden City Council met in special session on Thursday, June 18th, 2020, regarding officially accepting the current City Clerk-Treasurer's resignation, and proceeding with a plan and process of hiring a new city clerk-treasurer.

Mayor Greg Hitchcock called the meeting to order at 6:00 PM.

Council members present were Mr. Jon Duncan, Mr. Heath Reindal, Ms. Janelle VanEngelenburg, and Mr. Jeff Wichmann. City staff present was Ms. Shirley Newman, and Ms. Jeanne Meyer.

Mayor Hitchcock read out loud, the letter of resignation, from City Clerk-Treasurer, Jeanne Meyer. After council discussion, Motion was made to accept clerk-treasurer Meyer's resignation, by Ms. VanEngelenburg, and 2nd by Mr. Duncan, and passed, none opposed.

Council then discussed the options of updating the job descriptions of office staff. Last updated in 2004. Further discussions commenced regarding efficient, productive, and stream line of services. Main objective is to ultimately provide the best possible services to the residents of Alden.

Council member, Mayor Hitchcock made a motion to have a resolution of combining the current City Clerk-Treasurer job with the current part-time Office Assistant position. Motion was seconded by Ms. VanEngelenburg, and passed, none opposed. Full resolution will be on file in the city clerk's office.

Mayor Hitchcock asked Clerk-Treasurer Meyer to proceed with posting the new Clerk-Treasurer position, in the local newspapers and shoppers.

Clerk-Treasurer expressed gratitude, and thanked council the opportunity to work for and work with everyone. Alden is a wonderful community to serve.

Motion by Mr. Wichmann, and second by Mr. Duncan, to adjourn at 6:40 p.m. Motion passed, with none opposed.

Greg Hitchcock
Mayor

Jeanne Meyer
City Clerk-Treasurer