

**MENAHGA CITY COUNCIL SPECIAL MEETING**  
**Monday, June 18, 2018**

A Special Meeting of the Menahga City Council was held in the Council Chambers on Monday, June 18, 2018. The meeting was called to order at 10:00 a.m. by Mayor Pat Foss.

Also present: Council Members Craig Lawrey, Maxine McNeece, Tim Ellingson and Larry Karjala. Staff: Interim City Administrator Char West.

Interim Administrator West reported that seven applications for the City Administrator/Clerk/Treasurer position were received but none of the applications met the minimum requirements as posted and advertised.

Mayor Foss reviewed the posting that was advertised which reflected the minimum qualifications to include a Bachelor's degree in Public Administration, Business Administration or related field. He reviewed the previously used posting for the position that he indicated was supposed to be used which reflected a Bachelor's degree as a "preferred" qualification not a minimum qualification.

Mayor Foss recommended resubmitting the previously used position posting for several weeks, informed the existing applicants of such, and to hold another special council meeting once the application period had ended. He noted that, if, at that time there were still no eligible applicants then the Council should consider Council Member McNeece's recommendation to contact NJPA for hiring assistance.

Council discussion was held; re-advertise previously used posting for two weeks, expand where posted, inform current applicants that qualifications had been misstated, revise previously used posting.

Council scheduled a Special Council Meeting at 10:00 a.m. on July 2, 2018.

**Motion by Lawrey, seconded by McNeece, to approve the re-advertisement of the City Administrator/Clerk/Treasurer using the amended previously used posting, application deadline of 4:00 p.m., June 29<sup>th</sup>, all in favor, motion carried.**

Meeting adjourned.



Interim Administrator



Mayor