

**Truman City Council Work Session
December 13, 2021**

The Truman City Council Work Session was held at the Municipal Building Council Chambers on the 13th day of December 2021 at 4:00 p.m.

Present: Mayor Terry Bentele, Councilor Jake Ebert, Councilor Brandon Mosloski, Councilor Patty Truax, and Councilor Brian Nickerson

Staff present: Utility Billing Specialist/Deputy Clerk Carol Becker, Administrative Assistant Sherry Hansen, Utility Foreman Brent Brown

Agenda

Councilor Truax provided job descriptions for the City Clerk, Deputy Clerk/Util Billing Specialist, and Administrative Assistant position for review. Also provided a list of duties that Administrative Assistant Hansen is currently completing. Discussed what are primary duties and what are considered cross-training.

The Administrative Assistant position will be posted as full-time with accounting experience desired. Brent Brown spoke with Andy Kieffer regarding the position being full time or part time. The union will typically accept the wage/pay scale provided to them by the city/utility/street department. Discussed wage level, and union benefits, and job description. Brent Brown will contact Andy Kieffer Tuesday Dec 14th.

In the future when positions will be reviewed, Andy Kieffer (union rep) will need to be invited to attend.

**Motion made by Mosloski, seconded by Ebert to adjourn the work session.
Mayor Bentele adjourned the work session at 5:24 p.m.**

Carol Becker, Utility Billing Spec/Deputy Clerk