

**CITY OF LOUISBURG, KANSAS
MINUTES OF SPECIAL CALL MEETING
MARCH 22, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-city-council-special-meeting-ihpbvgmmjkzhv20q9ky9>

The Council of the City of Louisburg, Kansas, met at 6 p.m. in special session in the City Hall Council Chambers. Councilmember Clint Ernst attended by virtual means. Mayor Donna Cook presiding.

Council Members Steve Town, Scott Margrave, Tiffany Ellison, Clint Ernst, and TJ Williams

City Administrator Nathan Law

Finance Director Rick Mikesic

Utility/Court Clerk Jessica McGowin

Communications Coordinator/Recording Secretary Jean Carder

CALL OF SPECIAL COUNCIL MEETING

At 6:01 p.m., Mayor Donna Cook read the request for the special call meeting:

I, the undersigned Mayor of the City of Louisburg, Kansas, having received a request for a special meeting of the Governing Body of said city, do by these present call a special council meeting of the City of Louisburg, Kansas, for the purpose set forth in the foregoing request.

1. Job description and pay

Administrator Law reviewed the information provided to council earlier in the day including pay structure for court clerk duties from area municipalities and from the Kansas Court Association. He said this is a starting point for discussion.

Councilmember Clint Ernst asked about the mandatory overtime and if there is mandatory overtime for the court clerk. Law said there could be if it's a full-time employee or there could be an adjustment made to daytime working hours where a

flex start or end to the day is made to accommodate for the evening hours. Mayor Cook asked if this is a 20-hour a week job why is a full-time position needed. Law said there had been a shift in duties to allow for this new consideration. Cook asked if this new position could be part time. Law said previous discussions have called for it to be full time to allow for assistance in the front office with general clerk duties. Councilmember Steve Town said from discussion at the Monday council meeting that there would be three employees covering four job descriptions. Ernst is concerned that combining the utility clerk with the city clerk might be more work than a single full-time position. Councilmember Ellison said she understood that the utility clerk is not quite full time and could absorb the additional city clerk duties. Discussion occurred about the dual roles of utility and city clerk and pay that had been assigned to the utility clerk for court clerk duties and how that might get reassigned. Discussion occurred about hours per role and job duties per role. Councilmember TJ Williams said he thinks we need three full-time employees to cover the workload and to be able to handle vacations, illness and other situations when someone might be out of the office without causing undo burn-out on employees.

Law suggested the council discuss the court clerk. He recommends a \$19.75-\$26.36 pay range for that position. Council had discussion and determined that is the desired pay range for the position. Ellison asked if the current court clerk would be involved in the hiring process. Law said the current clerk would be involved in first-round interviews. Additionally, he said whenever hiring City Hall staff or department heads that he tries to bring all parties together for a second interview for current staffers to rate the candidate. Cook said it sounded like Council had come to an agreement on the court clerk. Law agreed.

The Council then discussed the pay structure for a combined city/utility clerk. Finance Director Mikesic described the methodology staff used to put together this information. He said the first was not to have the roles combined in documentation and to look at the positions as two separate positions with city clerk being part time in case that appointment was ever assigned to a non-employee who would then become an employee. Ernst said he would like a comparison to add city clerk responsibilities to the utility clerk and what the pay structure could look like with the bonus and an assumed number of overtime hours. Ellison said she would like to see the structure without the bonus.

Mikesic also asked the Council for what their definition is for HR duties. He said this would be helpful for internal discussions of how to move forward with those duties. Ellison would like similar ideas from Staff on HR.

Law recapped the evening's discussion and said we will move forward with advertising for a court clerk and will look at shifting city clerk duties. Staff will put together information on bonus consideration and overtime estimates and in total will look at the overall pay impact. Some HR duties will be shifted to the Finance Director and that will be included in the overall pay impact review. Council decided to continue this discussion at the April 3 meeting.

ADJOURNMENT

At 7:09 p.m. Ellison moved, seconded by Williams and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jean Carder, recording secretary