SPECIAL MEETING OF THE CITY COUNCIL

**TUESDAY JANUARY 14, 2020**

A meeting of the Mayor and Council of the City of Plainview, Nebraska, was held at the Council Chambers in said City on the 21st day of January at 6:30 o’clock P.M.

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Roll call was held and present were: Mayor Schlote; Council Members: Smith, Brookhouser, Yosten and Sanne. Absent: None

The Pledge of Allegiance was then recited.

Mayor Schlote opened the meeting and announced to individuals in attendance that a full copy of the new Nebraska Open Meetings Act was posted on the east wall of the Council Chambers.

Notice of the meeting was given in advance thereof by Publication, a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of this meeting was given to the Mayor and all Members of the Council and a copy of their acknowledgment of receipt of notice and the agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Michael Holton was present as City Administrator.

Courtney Retzlaff was present as City Clerk.

Bruce Curtiss was present as City Attorney.

Discussion was held on the zoning board recommendation for approval of a building permit by SUBCO Properties, LLC for construction of a new Subway west of the current structure. Aschoff Construction will be the general contractor and a review of the plans showed that all setbacks met the required code regulations for downtown commercial properties. Brookhouser moved to approve the building permit. Smith seconded the motion. Motion carried 4-0.

A discussion was held on the delegation of City Administrator duties with the recent resignation of Michael Holton. City Attorney Curtiss recommended that the council and city staff go through each job duty currently handled by the City Administrator and assign as necessary to the City Superintendent, City Clerk or City Attorney. Curtiss also stated that the council will need to determine how to pay employees who will be assuming extra duties. The personnel committee will meet on February 4th and a formal resolution will be presented at the next council meeting.

Advertising for a City Administrator and additional city maintenance worker were discussed and current city staff stated that they would like to fill one or both positions. Retzlaff and City Superintendent Hart would like to advertise in the League of Nebraska Municipalities magazine. The job advertisements will be composed following the personnel committee meeting. Retzlaff also suggested that the hiring of the next City Administrator involve members of the community and allow them to meet with the candidates before an official hire is made.

It was moved by Brookhouser, seconded by Smith to adjourn the meeting. Motion carried 4-0.

TIME: 6:59 P.M.

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Brian Schlote, Mayor

(SEAL)

ATTEST:

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Courtney Retzlaff, City Clerk/Treasurer

I, the undersigned, City Clerk for the City of Plainview, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on 1/21/2020; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

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Courtney Retzlaff, City Clerk/Treasurer (SEAL)