

The Sheffield City Council Special Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 5:30PM on Monday April 2<sup>nd</sup>, 2018. Council Members in attendance were Jim Hegarty, Nick Wilson, Dave Smit, and James Robbins. Also, in attendance were Pat Nuehring, Public Works Director.

Mayor Sanders led the Pledge of Allegiance.

Hegarty motioned to approve the agenda, Robbins seconded the motion, and it passed unanimously.

Mayor Sanders announced that it was the time and place for the public comment time. There was none.

#### New Business

- Jace Winfrey, Public Works Assistant, has put in his two weeks' notice for resignation and his last day will be April 11<sup>th</sup>. The council reviewed the existing job description for Public Works Assistant along with a new one drafted by Councilman Smit. There was discussion regarding it and changes/adjustments made. The council will be provided with a revised job description for adoption by resolution at the regular April session. Hegarty made a motion to approve the draft job description, authorizing the Interview Committee the ability to offer up to \$16.00/hour to a new hire, as well as setting the Interview Committee as Councilmen Smit & Robbins, Mayor Sanders, and Public Works Director Nuehring. Wilson seconded the motion and it passed unanimously.
- Wilson made a motion to advertise for the Public Works Assistant position in the Sheffield Press, Rockwell Pioneer, and Hampton Chronicle. As well as the city's website and Facebook page. Closing date for applications will be Friday, April 13<sup>th</sup> at 4:30PM. Robbins seconded the motion and it passed unanimously.

Mayor/Council Comments – Robbins requested that the city clerk send out the other existing job descriptions to the council and put them on the May agenda for review.

Robbins motioned to adjourn the meeting, Hegarty seconded the motion and it passed unanimously. Adjournment at 6:30PM

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Katy Flint, City Clerk

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Scott Sanders, Mayor