

**FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 28, 2018**

The meeting was called to order by Mayor Dave Breunig at 6:30 PM. Present at roll call were: Mayor Breunig, Cindy Corley and Don Osterday. Excused absence: Dave Gough. Also present were: Steve Pickett and Phil Risseeuw.

Motion by Osterday second by Corley that the meeting notice and agenda were properly posted. Motion carried. Motion by Osterday second by Corley to approve the minutes of the previous meeting. Motion carried.

Under new business, it was reported Robin Steiner has submitted a letter of resignation from her position as Deputy Clerk-Treasurer with the City of Darlington. A copy of the letter was distributed to those present at this meeting. The effective date of the resignation is after the November 6, 2018 General Election. It was the consensus of those present to accept Robin's resignation as presented. Mayor Breunig and committee members then thanked Robin for her service to our community.

Discussion was then held concerning the proposed Deputy Clerk-Treasurer job description and advertisement for the position. Copies of the job description and advertisement were included in the agenda packet. The advertisement is scheduled for publishing in the August 30th and September 6th editions of the Republican Journal. The application deadline is Thursday, September 13, 2018 at 4:00 PM. Alderperson Corley then suggested this committee meet again on September 18, 2018, prior to the Council meeting, to review the applications that were received, and select applicants to interview. After discussion and consideration, motion by Corley second by Osterday to approve the job description and advertisement for the Deputy Clerk-Treasurer position as presented. Motion carried.

There being no further business for this meeting, motion by Osterday second by Corley to adjourn the meeting at 6:45 PM. Motion carried.

CITY OF DARLINGTON

Philip A. Risseeuw, Clerk-Treasurer