

**1. Call To Order:**

The special meeting of the Biggs City Council was called to order at 5:00 p.m. by Mayor Frith. Vice Mayor Crawford and Councilors Arnold and Thompson were present. Councilor Bottorff was absent. Staff present: City Administrator Pete Carr, and City Clerk Roben Dewsnup.

**2. SPECIAL MEETING COMMUNITY PARTICIPATION: None.**

**3. SPECIAL BUSINESS:**

City Administrator Pete Carr informed council he had received a resignation from the City of Biggs Finance Director Beth Penner. He presented four options to fill her position.

- A. Traditional hire, which could take 30 to 60 days. Cost to city - \$55,000 total salary plus benefits compensation, plus lost time.
- B. Return to the 2009 recruitment pool. Cost to city - \$55,000 total salary plus benefits compensation.
- C. Contract with consulting accountant and distribute tasks to current staff. Cost to city \$18,000 to \$25,000 plus staff compensation adjustments.
- D. Contract with another municipality. Cost to city - \$14,000 plus staff compensation adjustments.

Mr. Carr recommended option C and listed responsibilities the City of Biggs would need performed.

Vice Mayor Crawford asked how many hours it would take for option C and Mr. Carr estimated 180 to 250 hours per year. The consultant could do most of the work by remote access and there would be times when the consultant would need to come to the office for certain tasks.

Mayor Frith stated option C would eliminate training time and would give opportunity for current employee growth. If it was determined within a year this option did not work out, the city could go back to the current job setup.

Councilor Arnold left the meeting at 5:25 p.m. and stated he was in favor of option C.

Vice Mayor Crawford was concerned if after a year the city decides to hire a finance director full time, that there would need to be an understanding with the employees that the wage compensation would be adjusted back.

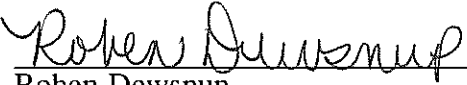
Councilor Thompson was in favor of option C and felt Mr. Carr should check with more consultants.

Council advised Mr. Carr to select an accountant and bring his decision back to council for approval.

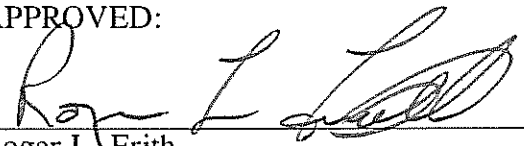
Mayor Frith asked to keep all financial moves related to this position within \$25,000 or less, including adjustments internally and hiring externally. Vice Mayor Crawford suggested between \$25,000 to \$30,000.

4. **ADJOURNMENT:** Special meeting adjourned at 5:33 p.m.

ATTEST:

  
\_\_\_\_\_  
Roben Dewsnup  
CITY CLERK

APPROVED:

  
\_\_\_\_\_  
Roger L. Frith  
MAYOR, CITY OF BIGGS