

November 13, 2003  
6:30 P.M.  
City Hall Commission Room

The Commissioners of the City of Horton met for a special meeting on Thursday, November 13, 2003 at 6:30 p.m. in the Commission Room at City Hall.

Mayor White called the meeting to order.

Present: Mayor White, Commissioners Smith, Stirton, Lentz and McClain.

Motion by Commissioner Smith to go into executive session for 15 minutes to discuss personnel. Seconded by Commissioner Lentz. All aye. Upon reconvening, Mayor White stated that no action was taken.

Motion by Commissioner Smith to go into executive session for 30 minutes to discuss personnel. Seconded by Commissioner Stirton. The City Administrator was asked to stay for this session. All aye. Motion by Commissioner Smith to extend the executive session for 10 more minutes. Seconded by Commissioner Stirton. All aye. After reconvening, there was a motion by Commissioner Lentz to go into executive session with just the Mayor and Commissioners for 20 minutes to discuss personnel. Seconded by Commissioner Smith. All aye.

Motion by Commissioner Smith to go into executive session for 10 minutes to discuss personnel with the City Administrator to be present. Seconded by Commissioner Lentz. All aye.

Upon reconvening, Mayor White stated the following: **The City Commission has formally reminded the City Administrator that we are a Commission form of government and he is to report back to the Commission. He is to keep us informed of any developments involving the City staff and the community. This would include direct communication with the Commissioner in charge of the effected areas as well as e-mail communication with the other Commissioners and then they will follow up at their discretion. Mike is to work 40 hours, Monday through Friday. This may include overtime and weekends. He may take comp time for the overtime and it must be taken within 30 days of the overtime. Mike has informed us, and we agree, his hours will be 8-5 on Monday through Friday with one hour for lunch. He will present the Mayor with time sheets every two weeks and the Mayor will inform the Commission if they vary from the agreed upon hours.**

The Commission further directs that the City Administrator assert more direct supervision of employees and projects to include the construction of a formal work schedule outlining tasks on an annual, monthly and weekly schedule. The annual schedule will begin the next fiscal year. A monthly schedule will be presented by December 1 outlining what is to be accomplished in December. After a few months then a weekly schedule should also be developed along with the other schedules.

There will be no new hires without consultation with the City Commission. No new positions will be created without specific approval of the Commission.

Mike will reconstruct his hours to the best of his ability and report back to the Commission on December 1 for further action.

Motion by Commissioner Smith that these be adopted as a directive from the Commission. Seconded by Commissioner Lentz. All aye. The City Administrator indicated that he understands the directive and will conform to it.

The meeting adjourned at 8:35 p.m.

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Candy Schmitt, City Clerk

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Dale A. White, Mayor

