

MINUTES OF THE SPECIAL MEETING  
OF THE ADRIAN CITY COUNCIL HELD  
IN THE COUNCIL CHAMBERS OF THE  
ADRIAN GOVERNMENT CENTER  
THURSDAY, MARCH 5, 2015

**CALL TO ORDER:** The Special Meeting was called to order by Mayor Wiese at 5:04 P.M.

**ROLL CALL:** Roll call indicated the following present:

Mayor/Councilmember's: Robert Wiese, Ron Lonneman, Dennis W. Kruger, Dean Von Holtum, and Don Shorter

Dept. Heads: Administrator/Clerk-Treasurer Bruce A. Heitkamp, Utilities Superintendent Terry Miller, and Public Works Superintendent Adam Henning

City Staff: Deputy Clerk-Treasurer Rita Boltjes

**PARK GENERAL MAINTENANCE & SUPERVISOR; Ron Randolph Resignation:** Heitkamp informed the Councilmembers of Park General Maintenance & Supervisor Ron Randolph's resignation from the City of Adrian. Randolph's last day of employment will be Friday, March 13, 2015.

**Park Department Staffing Models:** Heitkamp used prior conversations to assemble four possible hiring models to offer maintenance and supervision necessities within the Park Department:

- Offer the same full-time position (7 months Park Department/5 months Street Department)
- Offer a blended, full time Park and Street Department position (based out of the Power Plant)
- Seasonal Position (hired seasonally based upon seasonal-hiring requirements)
- Do not fill the position; lease the campground, Power Plant supervision and maintenance, and contract for mowing needs (pool supervised by Miller/Henning)

After discussion, Von Holtum moved, Lonneman second, motion carried to approve the following measures to supply the Park Department with personnel and to maintain the City's mowing requirements:

RCV 5-yes, 0-no

- Hire one (1) seasonal person for the Park General Maintenance & Supervisor (Supervisor) position (25 hours per week). This positions' direct supervision will be the Public Works Superintendent.
- Hire one (1) seasonal person to staff an Assistance Park General Maintenance & Supervisor (Assistant) position (25 hours a week). This position's hierarchy is the Park General Maintenance & Supervisor and Public Works Superintendent (Henning).
- Hire Campground Hosts (one couple/one site) for 2015 with supervision being offered by the Supervisor and the Assistant (compensated w/camp site)
- Two (2) Campground/Park Laborers will be hired as before and will be supervised by the Supervisor and the Assistant (25 hours per week)
- Two (2) Campground Office Attendants will be hired as before and will be supervised by the Supervisor and the Assistant (night & weekends – 25 hours per week)
- Two (2) part-time Campground/Park Laborers/Office Workers will be hired and will be managed by the Supervisor and the Assistant (offered hours as needed)
- All land west of the Kanaranzi Creek will be mowed by the Campground/Park Laborers and/or Part-Time Campground/Park Laborers/Office Workers
- All of other City and Park mowing will be lumped together into manageable pieces. The mowing/maintenance of these pieces of land will then be outsourced to qualified contractors (through a quote process)
- Public Works Superintendent Adam Henning and/or Admin/Clerk-Treasurer Bruce Heitkamp will be certified as the Certified Pool Operator (CPO).
- The Head Lifeguard will have more authority and responsibility than previous years. The Head Lifeguard will be supervised by Public Works Superintendent Adam Henning. The Head Lifeguard will not be supervised by the Park General Maintenance & Supervisor or the Assistant.

**EMPLOYEE TIMECARD REQUIREMENTS:** Councilmember Hornstein moved to require all City of Adrian employees to document their daily work schedule on a bi-weekly time card (exempt & non-exempt). There was no second to Hornstein's motion. After some discussion, Von Holtum moved, second by Shorter to table this topic until the Monday, March 23, 2015 Regular City Council Meeting. RCV 5-yes, 0-no

**ADJOURNMENT:** With no further business appearing, motion by Shorter, second by Hornstein, motion carried to adjourn the Special Meeting at 6:47 P.M. RCV 5-yes, 0-no

/s/ Administrator/Clerk-Treasurer Bruce A. Heitkamp

/s/ Mayor Robert Wiese