

**LAKE PARK CITY COUNCIL  
SPECIAL SESSION NOVEMBER 9, 2011**

The following are the minutes as recorded by the City Clerk and are subject to council approval at the next regular meeting on 12-12-11.

Lake Park City Council met in Special Session on 11-9-11 at City Hall. Purpose of Meeting: Joint Meeting with Lake Park Municipal Utilities Board for the following: Discussion/Action – City Administrator Job Description; Discussion/Action – City Administrator Position; and Discussion/Action – Appoint Interim City Administrator.

Mayor Engel called meeting to order at 6:30 with Pledge of Allegiance. Members present: Packebush, Woods, Heikens, Reekers, Eggers and Clerk Palmer. Board Members present: Vivian LaLone, Brent Jacobsen, Carl Gochnauer, and Tony Lemker. Absent: Carol Johnson. Also present: Todd Doeden, Linda Treharne, Joe and Ann Hoover.

After mayor questioned if Lake Park needed an administrator, moved by Heikens/Packebush that the City should hire an administrative individual for Lake Park; all ayes.

Discussion of job description followed using the description adopted in 1999 and Chapter 23 from the City's Code Book adopted in 2006. Many comments and suggestions were made and everyone agreed to use Chapter 23 which states powers & duties and general responsibilities of a city administrator.

Mayor asked for recommendations for a Human Resource person to help with the process of hiring an administrator. After discussion, two possibilities were agreed upon and will be contacted. Ads will be placed in the Dickinson County News, Lakes News Shopper, Iowa League of Cities publication, Iowa Workforce Development, Iowa Association of Municipal Utilities, Iowa Jobs, and Clerknet. Mayor also selected two utility board members and two council members to consult with the Human Resource person when reviewing the applications.

After council asked Doeden if he would accept interim administrator position, moved by Woods/Heikens to appoint Todd Doeden as interim city administrator with the stipulation that the chain of command will be used; all ayes.

Being no further business or discussion; moved by Woods/Reekers to adjourn at 7:55PM.

John Engel, Mayor

Vernette Palmer, CMC & IaCMC