

Mary Miner – City Clerk

- Conclusion: Mary is a hard-working and well-versed employee that does a great job for the City.
 - The main points that lead to this conclusion:
 - She is willing to learn and adapt to new challenges, and has demonstrated her ability to adapt to new challenges in a timely fashion on behalf of the City.
 - She is knowledgeable on City matters that arise, and if she doesn't have an immediate answer, she does her best to find an answer.
 - Provides excellent attention to detail.
- Conclusion: the Council will make proactive efforts to provide guidance to employees about documenting necessary information for City purposes.
 - The main points that lead to this conclusion:
 - Mary expressed that she would like to see better documentation for City expenses so that she can complete her necessary tasks.
 - The Council, as a whole, admitted they can, and will, do a better job explaining the documentation requirements to other employees, including providing guidance specifically for how mileage and miscellaneous expenses shall be reported, and where those expenses should be allocated.
 - Council discussed the importance of Mary receiving accurate and timely documentation for mileage and allocation of expenses for record keeping and future budget use.

Judy Graham – City Treasurer

- Conclusion reached that Judy is an experienced and knowledgeable Treasurer that serves the City well from a financial position.
 - The main points that lead to this conclusion:
 - Judy cares about the taxpayers, and she makes that evident at each meeting by asking relevant questions and expressing concerns about budgetary decisions and the City's financial status.
 - Judy works well with other employees and is a very hard worker.
 - Judy has valuable experience that is demonstrated by her successfully carrying out her duties as treasurer.

Trenton Chiglo – Public Works Maintenance Supervisor

- Conclusion reached that Trenton is a qualified, well-rounded, and hard-working employee.
 - The main points that lead to this conclusion:
 - He completes necessary tasks on time;
 - He's reliable;
 - He's a good equipment operator;
 - He takes direction from the Council well;
 - He does a good job consulting with outside personnel to obtain necessary information such as quotes;
 - He is smart and willing to learn;
 - Trenton has demonstrated that he can obtain necessary licenses. The Council would like to see him obtain any future required licenses in a timely manner.
- Conclusion reached that Trenton can develop his leadership skills
 - The main points that lead to this conclusion:
 - Due to his age, it will take time to develop these skills.
 - Attendance at more council meetings would benefit him and allow him to gain additional experience.
 - Potential for attending leadership classes to increase proficiency in team building and to enhance leadership skills.
 - Encourage Trenton to communicate or seek direction from Council when he runs into difficult situations.

Jell Michel, Public Works Maintenance Assistant – Meeting was held open at employee's request.