Call to order by K. Streich at 6:30 PM.

Roll call: M. Merrill, V. Mugler, K. Streich, D. Schrimpf, B. Schrimpf.

Discussion regarding the recommendation from the Public Safety Committee to reclassify the full-time job duties of the City of Montello Police Department Administrative Assistant position to part-time job duties.

Motion by B. Schrimpf, seconded by D. Schrimpf to modify the Police Department Administrative Assistant job description by removing the following job duties:

1. Maintaining evidence and property.
2. Take and compile the minutes for public safety meeting.
3. Process part-time officer timesheets.
4. Process dog licenses.

and by adding and modifying the following job duties:

1. Conduct background checks for operator and liquor licenses.
2. Collect funds and distribute seasonal parking passes.

all in favor of the motion, motion carried.

Motion to adjourn at 6:59 PM by V. Mugler.

Minutes prepared by Lindsey L. Machkovich, Clerk/Treasurer