

City of Gilbert  
Minutes of Special Council Meeting  
Monday, April 08, 2024  
Council Chambers

Mayor Smith called the meeting to order at 6:02 P.M.

Quorum established.

Present: Mayor Smith, Councilors Skenzich, Heitzman, Pontinen, City Attorney, Clerk Treasurer Jill Zallar.

Absent with notice: Councilor Pulles

1. Interim City Clerk proposal. Direction to City Attorney to make suggested amendments and send counteroffer to Mike Skrbich for review/acceptance as discussed and extend offer to attend tomorrow's council meeting. The council will hold authorization to adjust hours of interim clerk as needed and he will be employed as a city employee versus contract employee. Will not be eligible for any benefits and only eligible for mileage upon travel from office to a meeting/work issue location, not to and from home.

**Motion** to extend offer to Mike Skrbich at \$65/hour to perform duties as interim City Administrator/Clerk with modifications to contract by City Attorney by Councilor Skenzich, 2<sup>nd</sup> by Councilor Heitzman. MCU

2. Financial Consultant. Discussion as there is question whether interim clerk has experience reconciling books and payroll. Councilor Pontinen stated the interim has a lot of experience doing budgets. Clerk Zallar noted that reconciling the books and payroll is completely different than budgeting. Her suggestion is to ensure he can do the books at the rate the city will be offering the interim. The Council is going to reach out to a few places that can offer bookkeeping/payroll for rates/options.

**Motion** to recess at 7:08 PM by Councilor Heitzman, 2<sup>nd</sup> Councilor Pontinen for document retrieval. MCU

Reconvene at 7:13 PM

Miscellaneous items discussed, no action.

**Motion** by Councilor Skenzich, second by Councilor Heitzman to adjourn at 7:57 P.M.  
MCU 4/0

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Tom Smith, Mayor

ATTEST:

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Jill Zallar, City Clerk Treasurer