

CITY OF TROY
ADMINISTRATIVE AND COMMUNITY SERVICES COMMITTEE
MEETING MINUTES

Monday, April 21, 2025, 5:30pm

Members Present: Elizabeth Hellrung (Chair), Dan Dawson, Nathan Henderson (sub), Tony Manley (sub)

Members Absent: Sam Italiano, Debbie Knoll

Other City Officials Present: Mayor David Nonn, Alderman Tim Flint, City Administrator Jay Keeven, City Treasurer Kelly Huelsmann, City Clerk Kim Thomas, Chief of Police Chris Wasser, Public Works Director Rob Hancock, Building and Zoning Administrative Coordinator Linda Taake, City Engineer Tom Cissell, City Attorney Fred Keck.

Chair Hellrung called the meeting to order at 5:35pm. All committee members were present or substitutes were in place. She asked for a motion to approve the minutes of the previous committee meeting.

Motion: To approve the minutes of the November 18, 2024 committee meeting as presented.

Moved by Dawson. Second by Manley. Approved by voice vote.

There was no public comment.

**Discussion of Job Descriptions and Responsibilities for Proposed New Positions: Executive Assistant/
Building and Zoning Department Director**

Chair Hellrung began by stating the council is in the process of approving the city's budget for the next fiscal year, and clarification is needed on the new positions being considered. Copies of the job descriptions for the new positions and the existing building and zoning department administrative clerk position were provided to committee members.

The executive assistant will act as administrative assistant to the mayor and the city clerk. They will also serve as the assistant liquor commissioner, FOIA officer, and primary point of contact for most other licensing (video gaming, solicitor permits, hunting, fishing). The position will be non-union due to the confidentiality required as assistant to the mayor.

Mr. Keeven recommended the pay rate for this position be more than the water clerks (\$28.94 per hour) but less than the administrative clerk positions (\$32.15 per hour). He suggested \$30 per hour without stipends. He also suggested removing city stipends, except deputy clerk and deputy treasurer, and adding 75 cents per hour to the TPD administrative assistant salary to cover the extensive and time-consuming work done as the police department FOIA officer. An alderman suggested also moving website management from the building and zoning admin position to the executive assistant. Mr. Keeven said the new position, as currently written, already has a full 40-hour per week workload, possibly more, so website management should not be added to the position description. The position will report to the city administrator or the administrator's assistant. Each of the new executive assistant's listed principle duties and responsibilities, and the employee currently performing the duties, was briefed to committee members. After review of the job description, Mr. Keeven responded to questions from the committee.

Discussion then moved to the new building and zoning director position. Chair Hellrung informed the committee that this is a position which was deleted (sometime around the end of 2018 or beginning of 2019). Mrs. Taake said she handles the duties of the former director with the exception of inspections, code issues, and locates. Building and zoning inspectors (the city has two) handle these duties, with assistance from public works personnel on locates. Mayor Nonn asked why a replacement wasn't appointed when the former building and zoning director left. Mrs. Taake replied that, when the former director left, the position was offered to two in-house employees. They both declined. Then the position was offered to her. She took on some of the director's tasks, but not the full responsibilities and duties. She supervises the admin position but not the inspectors, who report to the city administrator.

Mr. Keeven said he would like to see a department head appointed to oversee the day-to-day operations. He also said he added the requirement for a planning background to the position description because Troy does not currently have a city planner. The city is growing exponentially, which was not occurring in previous

years. Most of that work currently falls to the city engineer. He also informed the committee that this position will be a non-union salaried appointment, chosen by the mayor with the advice and consent of the city council. He still recommends that the city post the position for internal and external candidates. Mayor Nonn asked Mrs. Taake how long it would take her to train the new appointee. Mrs. Taake said she was not able to provide a firm time frame.

Mr. Keeven said he hopes to set a half-year salary for this position, with a start date in November or December 2025. Salary will likely be set at \$80-\$85K, depending on qualifications of the applicant. A retired TPD squad car can be repurposed for the building and zoning director's use.

There being no further business, Chair Hellrung called for a motion to adjourn.

Motion: To adjourn the meeting.

Moved by Manley. **Second by** Henderson. **Motion approved** by unanimous voice vote.

Meeting adjourned at 6:28pm.

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Kimberly Thomas, City Clerk

Minutes approved by committee: 6/2/2025