

Special Called Meeting  
Council Work Session  
Ransom Canyon City Council Minutes  
December 2, 2010

1. Call to Order/Silent Meditation: The meeting was called to order at 7:02 PM by Mayor Robert Englund followed by a moment of silent meditation. Council members present: Billy Williams, John Schmersey, Jack Randorff, Jana Trew, and Donna Clarke.
2. Consider RV Lot Policy: After much debate on an RV lot policy, no final decision was reached. The council did agree that because the city pays sales tax on the spaces, beginning January 2011 the city will charge a sales tax to renters. Currently, the city pays the sales tax out of the \$20 per month fee. Also, for renters who choose to take a discount and pay a year in advance, no refunds will be issued for them if they vacate the space prior to year end. The council instructed Harold to begin researching the cost of installing slats in the fence or another means of shielding the lot from view. Staff will send notice to renters informing them that the city is looking into writing an RV lot policy which may include a rate increase.
3. Utility Billing Policy: The council discussed a draft of a utility billing policy. The final policy will be placed on the December 14, 2010 meeting agenda for final consideration.
4. Employee Personnel Policy Manual: The council discussed and reviewed a revised Employee Personnel Policy Manual. The revisions seek to accommodate the newly created City Administrator position. The final version will be placed on the December 14, 2010 meeting agenda for final consideration.
5. City Administrator Job Description: The council discussed a job description for a City Administrator. The final version will be placed on the December 14, 2010 meeting agenda for final consideration.
6. The Mayor adjourned the meeting at 9:16 pm

These minutes approved on the 14<sup>th</sup> day of December, 2010.

**APPROVED:**

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Robert Englund, Mayor

**ATTEST:**

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Murvav Musa, City Secretary