



**MINUTES
SPECIAL COUNCIL MEETING
WEDNESDAY, NOVEMBER 25, 2020
TOWN COUNCIL CHAMBERS 6:00PM**

PRESENT: Mayor Chris Tyerman, Deputy Mayor Pete Reddekopp and Councilors Diane Rimmer, Nathan Meaker, Robin Baker Scott Currie were present.

STAFF: Acting Administrator Wendy Kaar

Mayor Chris Tyerman called the meeting to order at 6:00 pm.

AGENDA

263/20 Reddekopp/Bennett: THAT the Agenda be approved as presented

Carried

PAYROLL PROGRAM

264/20 Baker/Reddekopp: THAT Acting Administrator, Wendy Kaar be authorized to purchase the Paymate payroll program for the estimated cost of \$650.00;

AND THAT the Town also purchase a Munisoft training program at the cost of \$1,200.00 for Wendy Karr, which shall include Paymate, Tax, A/P, A/R, and Utilities.

Carried

OFFICE SUPPORT STAFF

265/20 Baker/Reddekopp: THAT Acting Administrator, Wendy Kaar be authorized to hire appropriate office support staff to assist with bank reconciliations, preparation for yearend and any other office duties, she feels are necessary.

Carried

OFFICE SUPPORT STAFF

266/20 Baker/Reddekopp: THAT Acting Administrator, Wendy Kaar be authorized to submit an Application of Permit for Acting Administrator for the Town of Radisson

AND THAT the Town of Radisson pay the \$100.00 fee to UMAAS for such permit

Carried

OFFICE JANITOR

267/20 Baker/Reddekopp: THAT the Acting Administrator, Wendy Kaar be authorized to post an advertisement for a Town Office Janitor

Carried

ADJOURN

268/20 **COUNCILLOR/COUNCILLOR**: THAT this meeting adjourn at 8:13 pm

Next Regular Meeting December 16, 2020 @ 7:00 pm

Mayor Chris Tyerman

Acting Administrator Wendy Kaar