**MINUTES**

**MILLSAP CITY COUNCIL MEETING**

**SPECIAL MEETING**

**MILLSAP CITY HALL**

**AUGUST 8, 2025**

**11:00 A.M.**

1. **Call to order/ roll call**

*11:00 AM Present-Jamie French, Steve Chuhaloff, Owen O’Neill and city attorney Keri Walden*

1. **Resignation of Erika Lockhart**
2. *Consider formal resignation of Erika Lockhart from the city council and her position as mayor pro tem.*
3. *Motion made by Steve Chuhaloff to accept the resignation, motion seconded by Owen O’Neill.*

*Motion carried unanimously.*

1. **Hiring personnel**
2. *Considered the application of Erika Lockhart for the position of city secretary/ treasurer.*
3. *Motion made by Steve Chuhaloff to approve the hiring of Erika Lockhart as the new city secretary/ treasurer. Motion seconded by Owen O’Neill*

*Motion carried unanimously.*

1. **Appointment of Mayor Pro Tem**
2. *Mayor Jamie French made a motion to appoint current councilman Steve Chuhaloff as the new mayor pro tem for the city of Milllsap. Motion was seconded by Owen O’Neill.*

*Motion carried unanimously.*

1. **Executive Session**

*Council entered executive session at 11:31 A.M.*

*Position of city secretary/treasurer was agreed upon as a part time position.*

*New schedule for city secretary/ treasurer was set as Monday, Wednesday, and Friday 9:00 A.M. until 5:00 P.M.*

*In the event of an unexpected absence the city secretary/ treasurer must notify the mayor Jamie French, in the absence of or unavailability of the mayor to be contacted the Mayor Pro Tem Steve Chuhaloff will be the second option for contact.*

*A copy of the July minutes will need to be taken to First Financial Bank to add Erika Lockhart as a designated point of contact for the account held there by the city of Millsap.*

*Hourly wage for the position of city secretary/ treasurer was set at $25.00 an hour starting pay. Hourly wage will be reviewed annually as part of the employee performance review and potentially raised as deemed appropriate.*

*Motion was made by Jamie French to accept the pay rate as discussed at $25.00 an hour starting pay until annual performance review. Motion seconded by Steve Chuhaloff.*

*Motion carried unanimously.*

*Paid holidays for the position are as follows:*

*January 1st  New Years Day*

*March/ April Good Friday*

*Last Monday in May Memorial Day*

*June 19th Juneteenth*

*July 4th Independence Day*

*1st Monday in September Labor Day*

*November 11th Veterans Day*

*4th Thursday and Friday*

*in November Thanksgiving Day and Friday after*

*December 24th and 25th Christmas Eve and Christmas Day*

*Holidays which fall on Saturday will be observed on the preceding Friday. Holidays that fall on Sunday will be observed the following Monday.*

*No insurance offered for this position as it is a part time position.*

*Executive session adjourned at 11:41 A.M.*

1. **Banking changes**

*Motion was made by Jamie French to add city secretary/treasurer Erika Lockhart to the account at First Financial Bank. Motion was seconded by Owen O’Neill.*

*Motion carried unanimously.*

*Motion was made by Jamie French to add city secretary/ treasurer Erika Lockhart to the account at Simmons Bank. Motion was seconded by Steve Chuhaloff.*

*Motion carried unanimously.*

1. **Adjourn**

*Motion was made by Jamie French to adjourn meeting at 12:09 P.M. Motion was seconded by Steve Chuhaloff.*

*Motion carried unanimously.*

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**Jamie French-Mayor**