



**Regular Meeting Agenda
Yankeetown Town Council
March 3, 2025, At 6:00 P.M.
Yankeetown Town Hall
6241 Harmony Ln Yankeetown, FL
34498**

Meeting Called to Order

Pledge of Allegiance

Area Resident Comments or Announcements

Approval of Agenda: (Modifications)

Agenda:

1. Approve Minutes
2. RFP Review
 - a. RFP #1 Accounting services
3. New Employees
 - a. Public Works Employee
 - b. Office Staff
4. Sheriff's office report
5. Bid for Boat Ramp Towing

Council Reports or Announcements:

Mayor Report or Announcements:

Town Administrator Report or Announcements

Area Resident Comments or Announcements

Adjournment



**Regular Meeting Agenda
Yankeetown Town Council
February 3, 2025, At 6:00 P.M.
Yankeetown Town Hall
6241 Harmony Ln Yankeetown, FL
34498**

Meeting Called to Order by Mayor Erkel at 6:00pm

Pledge of Allegiance

Area Resident Comments or Announcements

Eric Weber asks the council if the Historic Preservation Ordinances be approved?

Approval of Agenda: (Modifications)

Agenda:

1. Approved Minutes
 - a. Motion by Councilman Terrian
 - b. Second by Vice Mayor Fuller
 - i. Councilman Terrian-yay
 - ii. Councilor Atherley-yay
 - iii. Councilman Vorisek-yay
 - iv. Vice Mayor Fuller-yay
 - v. Mayor Erkel-yay
2. Candidates for Yankeetown & appointments
3. RFP Review
 - a. RFP #1 Accounting services
Extend RFP for 30days
 - b. RFP # 2 Cleaning services
 - i. Consensus for #1 bid Sherri
4. Resolution on Water availability fees
 - a. Motion by Councilor Atherley to set at \$15
 - b. Second by Councilman Vorisek
 - i. Councilman Terrian-yay
 - ii. Councilor Atherley-yay
 - iii. Councilman Vorisek-yay

- iv. Vice Mayor Fuller-yay
- v. Mayor Erkel-yay
- 5. Park Maintenance coming up
 - a. Michelle Fuller updates the community on upcoming maintenance on all the parks.
- 6. Community wide Workshop planning
 - a. Vice Mayor Fuller gives an update on trying to put interested parties in the same room to help provide information to residents.
 - b. The mayor wants this on an evening or weekend.
- 7. New signs for parks and roads
 - a. The council would like William Ary to provide a proposal for the next meeting.

Council Reports or Announcements:

Councilman Terrian- Inglis update

Councilor Atherley-

Councilman Vorisek- Fire Update and Water plant. We need a building around the outside computer box.

Vice Mayor Fuller- Closing some CD to combine and place in a higher rate CD.

Mayor Report or Announcements:

Town Administrator Report or Announcements

Area Resident Comments or Announcements

Adjournment

Mayor Erkel Adjourns meeting at 7:25 PM

Job Title: Public Works Employee
Department: Public Works
Location: Town of Yankeetown
Reports To: Public Works Supervisor
FLSA Status: Non-Exempt

Job Summary:

The Town of Yankeetown is seeking a dedicated and responsible individual to join the Public Works Department. The Public Works Employee will be responsible for maintaining and repairing roads, right-of-ways, buildings, and other town properties. The successful candidate will ensure that the town's infrastructure remains safe, functional, and presentable, while performing a variety of tasks essential for the upkeep of the community.

Key Responsibilities:

- **Road Maintenance & Repair:** Perform routine maintenance and repairs to town streets, roads, and bridges, including patching, pothole filling, and minor repairs.
- **Right-of-Way Maintenance:** Trim trees, clear brush, and perform other maintenance work along town right-of-ways to ensure safe and accessible roads and sidewalks.
- **Building Maintenance:** Assist in the upkeep, repair, and general maintenance of town buildings, including painting, plumbing, electrical repairs, and other tasks as required.
- **Town Property Care:** Maintain other town properties, including parks, recreational facilities, and public spaces, ensuring they are clean, safe, and functional.
- **Equipment Operation:** Operate a variety of tools and heavy equipment, including trucks, mowers, backhoes, and other machinery necessary for public works tasks.
- **Waste Management Support:** Assist with waste removal, stormwater management, and other public sanitation tasks as needed.
- **Safety Compliance:** Follow all safety protocols and procedures while performing duties, ensuring that all work is done in compliance with local, state, and federal regulations.
- **General Labor:** Perform general labor duties, such as hauling materials, sweeping streets, and cleaning drainage systems.
- **Emergency Response:** Respond to emergency situations, such as storm damage or accidents, to provide support in cleanup and repair efforts.
- **Record Keeping:** Maintain accurate records of work performed, materials used, and time spent on tasks.

Required Qualifications:

- High School Diploma or equivalent.
- Valid Florida driver's license (Class B or higher preferred).

- Previous experience in public works or general labor, preferred.
- Knowledge of basic construction, maintenance, and repair methods.
- Ability to operate heavy machinery and various hand tools.
- Ability to work in all weather conditions and perform physical labor as required.
- Strong attention to detail and commitment to safety standards.
- Good communication skills and the ability to work well in a team.

Physical Demands:

- Ability to lift and carry up to 50 pounds.
- Must be able to stand, walk, bend, squat, and kneel for extended periods.
- Ability to work in outdoor environments, including inclement weather conditions.

Work Environment:

- The Public Works Employee will primarily work outdoors, in a variety of environments such as roadways, construction sites, and town-owned properties.
- Work hours may include occasional evenings, weekends, and emergency response situations.

Compensation:

- Compensation will be commensurate with experience and qualifications.

Job Title: Office Staff Assistant

Department: Town Hall

Location: Town of Yankeetown

Reports To: Town Clerk or Supervisor

FLSA Status: Non-Exempt

Job Summary:

The Town of Yankeetown is seeking an organized, detail-oriented, and versatile Office Staff Assistant to join the Town Hall team. This role will involve providing administrative and clerical support across multiple functions, including maintaining town records, assisting with meeting preparations, processing town documents, and handling financial transactions using QuickBooks. The ideal candidate will possess strong communication skills, proficiency with office procedures, and the ability to manage financial data in QuickBooks.

Key Responsibilities:

- **General Administrative Support:** Provide assistance with various administrative tasks, including filing, data entry, organizing records, and responding to inquiries from the public.
- **Meeting Support:** Help prepare meeting agendas, take minutes during town meetings, and ensure all meeting materials are ready and distributed as needed.
- **Document Management:** Maintain both electronic and physical filing systems for town records, ensuring documents are organized, accurate, and accessible. Assist with preparing public notices and town communications.
- **Customer Service:** Act as a point of contact for residents, visitors, and other town departments, responding to inquiries, processing requests, and providing information about town services.
- **Financial Support:** Assist with the processing of payments, receipts, and other financial transactions through QuickBooks. Support financial recordkeeping, including tracking town revenues and expenditures, reconciling accounts, and generating reports.
- **Records and Licensing:** Help process applications for licenses, permits, and other regulatory requirements. Ensure that all required paperwork is completed and filed correctly.
- **QuickBooks Management:** Support bookkeeping tasks by assisting in tracking financial transactions, preparing basic financial reports, and ensuring accurate financial recordkeeping.
- **Clerical Support for Town Projects:** Assist with various town projects, including helping with event coordination, community outreach, and other duties as required by town leadership.
- **General Office Tasks:** Provide backup support for various office functions, including handling incoming calls, scheduling appointments, and assisting with office organization.

Required Qualifications:

- High School Diploma or equivalent; Associate's degree or relevant certification in business, public administration, or a related field preferred.
- Experience in an administrative or clerical role; experience in a government or public sector environment is a plus.
- Proficiency in QuickBooks or similar accounting software for financial tracking, reporting, and recordkeeping.
- Strong organizational and time management skills with the ability to multitask and meet deadlines.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and other standard office software.
- Ability to work independently and as part of a team, maintaining a positive and professional attitude.

Physical Demands:

- Ability to sit or stand for extended periods.
- Occasional lifting of up to 25 pounds.
- Ability to perform repetitive tasks, such as typing and data entry.

Work Environment:

- The Office Staff Assistant will work in an office setting within the Town Hall, with occasional direct interaction with the public by phone, email, and in person.
- Regular business hours are typically Monday through Friday, with occasional overtime as needed during busy periods or for special events.

Compensation:

- Compensation will be based on experience and qualifications.