

Dassel, MN

Special City Council Meeting

Monday, June 17, 2024 at 6:00 pm

1. Call to Order

a. Roll Call

Council members Gaertner, Landrus, Sombke, Thurn & Mayor Lalone

2. Business Items

Attachments:

- **City Administrator Report** (20240617_Sp_City_Clerk_Report-Job_Descriptions-wages.pdf)

a. Review and adopt updated Organizational Chart into Personnel Policy

Attachments:

- **2024 Proposed Organizational Chart** (2024_Organizational_chart1.pdf)

b. Review and approve amended job descriptions

Administrative Assistant, City Clerk-Treasurer, Public Works Director, Museum Director, Liquor Store Manager

Attachments:

- **Admin Assist/Utility Billing Clerk** (Admin_Asst-Utility_Billing_Clerk_Job_Description_-_Proposed_Amendment_6-17-24.pdf)
- **City Administrator** (City_Administrator-02-2024_-_proposed_amendment_6-17-2024.pdf)
- **City Clerk-Treasurer** (City_Clerk-Treasurer-_amended_job_description_.pdf)

c. Approve City Clerk/Treasurer Bergum's hourly wage

d. Approve spending limit for City Administrator

3. Adjourn

The agenda packet with all background material is located at the side table for viewing by the public.

The agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.