

Dassel, MN
Special City Council Meeting
Minutes
Monday, January 22, 2024 at 6:00 pm

1. Call to Order

Minutes:

Meeting called to order by Mayor Lalone at 6:05 pm.

a. Roll Call

Minutes:

Council members present: Mayor Lalone, Gaertner, Landrus & Thurn

Council member absent: Sombke

2. Business Items

a. Discuss staffing Clerk's office

Minutes:

Mayor Lalone reviewed the process he would the Council like to follow as far as staffing the Clerk's office including advertising, vetting, background checks, etc.

Council member Landrus touched on the fact the Council members are all very new, and this process is unfamiliar to them. Council member Gaertner asked if Deputy Clerk Bergum would move up into the Clerk position. Clerk Boese explained past practice has been to promote within following a council interview with that staff member. Boese stated she is currently training Deputy Clerk Bergum and preparing for that transition.

Clerk Boese explained, being mindful of taxpayer monies, there is not enough work for 3 full-time positions in the office. She recommended along with Bergum's input, that the Council consider advertising for a part-time Administrative Assistant/Utility Billing Clerk position. Boese and Bergum spent time creating the job description for the Council to review. Boese further recommended the Council hire an Administrator with economic development experience. This position could be a contract position or a staff member. Additional information will be provided on the Administrator position at the February 20, 2024 special council meeting. Lalone and Landrus both expressed concern of limiting the Admin Assistant/UB Clerk position to part time and thought having it be a full-time position might be a better option.

Motion by Landrus, seconded by Gaertner to advertise for the part time Administrative Assistant/Utility Billing Clerk position with potential 25-40 hours per week. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

3. Adjourn

Minutes:

Motion by Gaertner, seconded by Lalone to adjourn the meeting at 6:59 pm. Motion carried.

Vote results:

Ayes: 4 / Nays: 0

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