

# Dassel, MN

## Special City Council Meeting

### Minutes

Monday, June 17, 2024 at 6:00 pm

#### 1. Call to Order

**Minutes:**

Meeting called to order by Mayor Lalone at 6:02 pm.

##### a. Roll Call

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

#### 2. Business Items

##### a. Review and adopt updated Organizational Chart into Personnel Policy

**Minutes:**

The new organizational chart was presented to council. Some questions about the hierarchy of the City Clerk and Admin Assistant/UB Clerk were raised so it was decided that changes to the chart would be made moving the City Clerk and Admin Assistant/UB Clerk showing them under the supervision of the City Administrator separate from the department heads.

Motion by Landrus, seconded by Sombke to approve the 2024 Organizational Chart with changes and amend the Personnel Policy. Motion carried.

##### b. Review and approve amended job descriptions

**Minutes:**

Council reviewed with staff the job descriptions for the City Administrator, City Clerk/Treasurer and Admin Assistant/UB Clerk. Minor change in the numbering on the City Clerk/Treasurer description needing to be corrected.

Motion by Landrus, seconded by Sombke to approve the updated effective immediately with updates. Motion carried.

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

**Minutes:**

City Administrator Eckerly proposed an hourly wage for Bergum of \$32.25 and keeping the position hourly as stated in the new job description. Dave Johnson and Bergum both questioned why the wage scale used in the recent past was not being used currently and City Clerk Boese stated that the City Council had not adopted this wage scale. Council member Gaertner proposed a wage of \$33.68 which is halfway between the proposed wage of \$32.25 and what was noted on the scale as the low wage for the position.

Motion by Landrus, seconded by Sombke to approve the proposed wage of \$32.25 with an effective date of May 24th, 2024. Motion carried.

##### d. Approve spending limit for City Administrator

**Minutes:**

Motion by Landrus, seconded by Sombke to approve the authorized spending limit amount

of \$5000.00 for the City Administrator. Motion carried.

### 3. Adjourn

**Minutes:**

Motion by Gaertner, seconded by Sombke to adjourn the meeting at 7:17 pm. Motion carried.