

Truman Council Minutes

The Work Session meeting was duly held at the Municipal Building and by electronic means remotely via Zoom on the 28th day of December 2020 at 9:56 o'clock A.M.

Present: Mayor Lynn Brownlee, Councilor Kathy Hendricksen, Councilor Jake Ebert, Councilor Brandon Mosloski, and Councilor Brian Nickerson.

Staff present: Deputy Clerk Thea Boesch, Utility Foreman Brent Brown, Street Department John Bosshart.

Mayor Lynn Brownlee presided over the meeting.

Job Descriptions

Discussion held about the City Clerk/Treasurer job description and salary schedule. First, we need to establish a current job description and the duties that will be assigned to the Clerk/Treasurer. Once that is established, we can gather structure and wage information from area towns of similar size. Some of the cities we should contact are: Sherburn, Welcome, Trimont, Springfield, Winnebago, and Lakefield.

The Clerk/Treasurer job description used from Oct 2017 lists duties that would no longer be included in the position, therefore a more up-to-date description would be needed. Mayor Lynn Brownlee provided a newer job description that more adequately lists the job duties that the clerk would perform.

Wage salary discussion was held in determining a wage schedule for both the City Clerk position and the Deputy Clerk position. The established salary schedule for the Deputy Clerk would range from \$39,478 in step 1 thru \$56,410 in step 8. The established salary schedule for the City Clerk would range from \$45,406 in step 1 thru \$64,875 in step 8.

Looking at the job description for the Administrative Assistant, one notable change is that the position is full-time. Deputy Clerk Thea Boesch will update that description to reflect that.

Discussion was held on the structure in the office based on the duties that the City Clerk, Deputy Clerk and Utility Foreman would have. There was talk around if the Deputy Clerk is doing mostly utility driven duties, should they be the Utility Billing Specialist or Utility Clerk. In the future when John and Wayne retire the street, parks, water, and sewer can combine to be the public works department. Combining those departments and getting some experience would lighten the load going forward. Then the Utility Foreman could be the manager of the public works employees, which would eliminate the need for a city administrator.

Three applications have been received thus far for the City Clerk position, with one interview scheduled.

Discussion was also held about benefits for the city employees. If the union will accept the city administration positions, the city has the potential to save money on the benefits offered.

Mayor Lynn Brownlee entertained a motion to adjourn the meeting. **Motion made by Councilor Jake Ebert, seconded by Councilor Kathy Hendricksen and motion carried to adjourn the meeting.**

Thea Boesch, Deputy Clerk