

City of Oronoco City Council
Approved Meeting Minutes
03 November 2023
Special Meeting @ 6:30 PM
<http://us02web.us/j/8757004539>

I. CALL TO ORDER

Councilor Jim Phillips called the November 3rd, 2023 Special Council meeting to order at 12:00 p.m.

II. ROLL CALL

Members Present: Councilor Jim Phillips, Councilor Jim Richards and Councilor Cark Krause

Members Absent: Mayor Ryland Eichhorst

Other: City Deputy Clerk Ranae While

III. APPROVAL OF AGENDA

Following a review of the agenda, J. Phillips made a "MOTION TO AMEND THE AGENDA AND ADD ITEM 3, APPROVAL OF THE SCHEDULED PAY INCREASE FOR PUBLIC WORKS ASSISTANT JOHN KINGSLEY. Motion was seconded by J. Richards with all present members voting "AYE"

Motion Carried: 3-0

A "MOTION TO APPROVE THE AGENDA AS AMENDED" was made by C. Krause. Motion was seconded by J. Richards with all present members voting "AYE".

Motion Carried: 3-0

IV. ACTION ITEMS

1. City Personnel:

- i. Post open positions: J. Richards made a "MOTION TO POST THE OPEN POSITIONS OF CITY ADMINISTRATOR AND ADMINISTRATIVE ASSISTANT". Motion was seconded by C. Krause.

Following discussion, all present members voted "AYE" on the motion.

Motion Carried 3-0

- ii. Search for City Administrator Replacement: J. Richards explained his request and the process of utilizing a staffing service out of Mankato. The hope is that someone would be hired by March of 2024. Charge for services is approximately \$12,000. Motion to "USE SOUTH CENTRAL SERVICES CORPORATION (SCSC) AND SPEND UP TO \$13,000 FOR THE SEARCH" was made by J. Richards. Motion was seconded by C. Krause with all present members voting "AYE".

Motion Carried 3-0

- iii. Temporary Fill-in (current through hiring process): J. Phillips expressed his desire to have a temporary fill-in to be available in the office at least

two days each week to help with the administrative work load along with City Clerk R. While. individual should be experienced. C. Krause expressed his desire to utilize the League of Minnesota Cities to fill this temporary position and would not support a motion unless it included a minimum of three days per week. Following discussion J. Richards made a "MOTION TO HIRE A TEMPORARY FILL-IN TO SERVE AS AN ADMINISTRATOR OR ADMINISTRATOR/CLERK FOR A MINIMUM OF THREE DAYS PER WEEK UNTIL A PERMANENT REPLACEMENT CAN BE HIRED". Motion was seconded by C. Krause with all present members voting "AYE".

Motion Carried 3-0

A "MOTION TO HIRE A TEMPORARY, PART TIME (UP TO 20 HOURS) ADMINISTRATIVE ASSISTANT UNTIL A PERMANENT REPLACEMENT CAN BE FOUND" was made by C. Krause. Motion was seconded by J. Richards with all present members voting "AYE"

Motion Carried 3-0

- iv. Deputy Clerk renumeration: J. Richards made a MOTION FOR A TEMPORARY PAY INCREASE OF \$2.00 PER HOUR, RETROACTIVE TO THE DATE WHEN THE CITY ADMINISTRATIVE POSITION WAS VACATED TO LAST FOR ONE MONTH AFTER A NEW CITY ADMINISTRATOR IS HIRED". Motion was seconded by C. Krause with all present members voting "AYE"

Motion Carried 3-0

2. Personnel Committee Clarification: J. Richards wanted to clarify that there is a Chair and a Vice Chair for the city's personnel committee. He wanted to clarify that he is the Chair, and J. Phillips is the Vice Chair of this committee.
3. Scheduled Pay Increase for Public Works Assistant John Kingsley: J. Richards made a "MOTION TO MOVE FORWARD WITH THE SCHEDULED PAY INCREASE OF 3.5% FOR PUBLIC WORKS ASSISTANT JOHN KINGSLEY TO BE RETROACTIVE FROM HIS START DATE IN FEBRUARY OF 2023". Motion was seconded by C. Krause with all present members voting "AYE"

Motion Carried 3-0

V. ADJOURNMENT

A "MOTION TO ADJOURN" was made by C. Krause.

Motion was seconded by J. Richards with all present members voting "AYE"

Meeting was adjourned at 12:30 p.m.

R. While