

Clerk-Treasurer Council Report
March 2025

Meetings Attended:

April 15 and 29: Energy Meetings 10:30 am on Zoom.

West Central Regional Safety Group:

Administrative Safety Regulations:

300 Log posted annually from Feb. 1-April 30 (City posts theirs in the locked bulletin board in the municipal building).

No names can be placed on the form.

301 Summary: needs to be filled out within 7 days of any accident

Safety Manual needs to be updated annually – Updated April 23, 2025

If a death, an amputation, or injuries to three or more employees occur, the City has eight hours to contact OSHA.

Workers' Comp information: Employees are covered when on city property after they get out of their vehicle and after their shift starts. Workers' compensation does not cover employees who do something on City property, not in their job description.

Office Staffing

Sarah Stone, Deputy Clerk, resigned on May 2, 2025. I spoke with the personnel committee, and it was decided to recommend to the Council that we hire another applicant from our applicants in January. I recommend hiring Rachel Nustad at step 1 for the Deputy Clerk position.

Current personnel policy states:

1. Compensatory Time

A) Overtime hours shall be compensated in the form of compensatory time off at the employer's discretion. Compensatory time for overtime worked will be time and a half. The method of compensation will be determined from time to time by the City Council.

B) No employee shall accumulate more than 48 hours of unused compensatory time in a work week. Compensatory time accrued above 48 hours will require the employee to choose compensatory time or overtime by marking their time sheet.

C) In December each year, all employees carrying a compensatory time balance shall be paid in full for said balance at the employee's hourly pay rate at the time payment is made. The payment shall accompany or be added to the payroll check for the second-to-last pay period of the calendar year, less standard payroll deductions. All efforts are made to support the use of compensatory time before the end of the year.

D) Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and used. The City Clerk/Treasurer will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee earns.

Requesting overtime be paid out while I incur during May and June, as I am currently working at the Clerk-Treasurer, Deputy Clerk, and Event Center Coordinator.

Grants:

LCA Implementation Grant Application

Received \$21,500 for energy improvements at the event center, fire hall, and municipal building. Work will begin after all paperwork is completed, and we are waiting for the next steps from MPCA.

Consumer Confidence Report

Completed the 2024 Consumer Confidence Report for the MN Department of Health

Website Form Update:

The following foundational work has been completed: domain names, database, login system, and a Stripe account for the City set up. Please see the attachment for the look of the forms.

Projects Currently Working on:

Audit: 2024 information to the auditor

EDA/HRA: Daycare.

Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC

Energy Grant: Implementation of energy improvements for the event center, fire hall, and municipal building.

Park: City Sales Tax

Planning Commission: Updating the Ordinance book for Planning Commission to approve and recommend to Council

Council Recommendations

Accept Sarah Stone's Resignation.

Hire Rachel Nustad as Deputy Clerk at step 1 beginning June 2, 2005.

Approve Clerk-Treasurer Julie Lammers to be paid out overtime for May and June, instead of waiting until the end of the year.