

City of Cleveland
Minutes
Special Council Meeting
Thursday, January 13, 2022 @ 5:30 p.m.
205 4th Street, Cleveland, MN 56017

The special meeting was called to order at 5:30 p.m. by Mayor Don McCabe, Council Members present: Nancy Gens, Justin Schabert, Glenn Beer and Mark Hintgen. City Staff present: City Administrator Dan Evans, Police Chief Randy Tiegs.

Agenda was approved as presented.

A Motion was made by Beer and seconded by Hintgen to accept the resignation letter by City Administrator Dan Evans. Voting yes – all

The council discussed hiring options and decided to convert the city administrator position back to a clerk-treasurer position. The city administrator position description would need to be modified to remove the supervision of all department heads. Other changes would be to replace the words city administrator with city clerk-treasurer. Other than those changes, the job functions are very similar.

The council discussed the posting of the position. The posting will be modified to reflect the overview of the position found in the city clerk-treasurer job description. It was agreed upon that the range would be \$22.00 to \$25.00 per hour including standard benefit that all full-time employees are eligible to receive. The position will be advertised on Indeed, League of Minnesota Cities, Facebook, city website and be posted in various locations throughout the city.

It was discussed that the posting timeframe for the clerk-treasurer position would start January 14th and close at midnight on January 30th. The personnel committee would meet the week of January 31st to recommend finalists for interviews before the full council. Interviews with the full council will take place tentatively on February 10th at 6:00 p.m.

A Motion was made by Hintgen and seconded by Beer to approve the hiring of Gwyn Ploog as Interim City Clerk-Treasurer starting Feb 1st. Ploog would work in a part-time capacity at the rate of \$22.00 an hour. Voting yes – all

A Motion was made by Hintgen and seconded by Gens to adjourn the special meeting at 6:26 p.m. Voting yes - all

Dan Evans
City Administrator

Don McCabe
Mayor