

**City of Cleveland**  
Minutes  
Special Council Meeting  
Monday, February 21, 2023 @ 5:30 p.m.  
205 4<sup>th</sup> Street, Cleveland, MN 56017

The special meeting was called to order at 5:30 p.m. by Mayor Don McCabe, Council Members present: Sarah McCabe, Anne Hiller, Tonya Schummer, and Mark Hintgen. City Staff present: City Clerk/Treasurer Charles Hodge

A Motion was made by Hiller and seconded by S. McCabe to approve the Agenda. Voting: Yes - All

A Motion was made by Hintgen and seconded by Hiller to accept the letter of resignation by Assistant City Clerk Val Jorgensen. Voting: Yes – All

The council discussed the posting of the position. The posting will be modified to reflect the overview of the position found in the assistant city clerk job description. It was agreed upon that the range would be \$18.00 to \$20.00 per hour including standard benefits that all full-time employees are eligible to receive. The position will be advertised on Indeed, Glassdoor, local newspaper, city website, with COG, and be posted in various locations throughout the city. Gwyn Ploog has agreed to move into the Assistant City Clerk position temporarily until the position is filled.

It was discussed that the posting timeframe for the assistant city clerk position would be posted for 30 days or until filled. The personnel committee and city clerk would meet to recommend finalists for interviews. Interviews will be with the personnel committee, city clerk, and COG. A Motion to approve the timeframe, where to post, and hiring process as discussed was made by Hiller and seconded by Hintgen. Voting: Yes - All

A Motion was made by Hintgen and seconded by Hiller to adjourn the special meeting at 6:00 p.m. Voting: Yes - All

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Don McCabe  
Mayor

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Charles Hodge  
City Clerk/Treasurer