

**City of Rock Creek
City Council Meeting
Approved Minutes
March 12, 2026**

Acting Mayor Dan Saumer, called the City Council meeting to order at 5:00 PM.

Members present:

Acting Mayor Dan Saumer, Council Members: Nancy Rys, Don Ramberg, , Sam Christenson

Members Absent:

Mayor Dick Johson

Others present:

Deputy Clerk Ashley Rauschnot, Don Burger, Chelsy Lindman, Tom & Loreal Lindstrom, Julia Risland

Pledge of Allegiance

Employee Handbook Discussion – Julia Risland

Julia Risland, owner of Wildwood Support LLC, attended the meeting to discuss assisting the City with creating an employee handbook. Risland shared her professional background, including her time as Executive Director of the North Branch Chamber of Commerce from 2016–2020, where she attended city council meetings and participated in city planning committees. She later worked in the construction industry learning permitting and legal processes, and with a rural housing developer before starting and operating a daycare for 2.5 years. Through these roles she gained experience working with various state, county, and local policies.

Risland explained that many organizations seek help with employee handbooks after facing legal issues and noted that attorney-prepared handbooks are often costly and difficult for employees to understand. She emphasized the importance of a clear, transparent handbook that establishes expectations for both employees and employers.

Risland recommended starting with existing templates from the League of Minnesota Cities, her own template, and an example from the City of Pine City to create a handbook tailored to the City’s needs. Key topics she highlighted included separation of employment procedures, disciplinary processes and documentation, clear reporting structures, ensuring policies follow legal and best practices, and maintaining policies that the City will consistently enforce.

She also discussed the importance of a consistent onboarding process for all employees, including providing a wage notice or job offer letter outlining job duties, pay, benefits, and requirements. Employees should review the handbook during onboarding, be paid for the time spent reviewing it, and sign an acknowledgment form. Risland recommended annual handbook review and acknowledgment by staff, maintaining training procedures and documentation, and implementing operational checklists such as annual vehicle

**City of Rock Creek
City Council Meeting
Approved Minutes
March 12, 2026**

maintenance tracking.

Julia Risland stated that her rate is \$60 per hour and that she uses the Canva program to design employee handbooks. Through this program, the City would have live access to view the progress and see updates as changes are made. Risland estimated that she could have a rough draft prepared within approximately one month and plans to present it at the April 9, 2026 meeting. She noted that with an estimated two-month timeline to hire a new City Administrator, the City could begin advertising the position immediately and have the employee handbook completed before the new Administrator is hired.

Sam Christenson motioned, seconded by Don Ramberg to hire Julia Risland of Wildwood Support LLC to develop an employee handbook for the City. Motion carried with all ayes.

Email from PERA

Nancy Rys reported that she received an email from PERA questioning a higher-than-normal salary amount reported in the City's February payroll reporting. PERA indicated that if the reported earnings included unused sick or vacation pay, a breakdown must be provided so that employee and employer contributions submitted in error can be refunded, noting that PERA deductions should not be taken on unused sick or vacation payouts. Rys stated she believes the amount was reported in error and left a message for Sandra Pangerl to inform her that an adjustment will be made for both Pangerl and the City once PERA confirms the correction.

Don Ramberg motioned, seconded by Nancy Rys to adjourn at 6:00PM. Motion carried with all ayes.

Ashley Rauschnot
Deputy Clerk