

**City of Rock Creek  
City Council Meeting  
Approved Minutes  
March 19, 2026**

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**Acting Mayor Dan Saumer, called the City Council meeting to order at 5:04 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

**Pledge of Allegiance**

**Employee Handbook Discussion:**

The City Council reviewed the draft Employee Handbook and identified areas needing clarification or revision.

**Employment Classifications:** Full-time employment will be defined as 40 hours per week. It was noted that while full-time is set at 40 hours, part-time employees may work additional hours as needed.

**Compensation and Payroll:** Payroll occurs biweekly on Thursdays. If a payday falls on a holiday, payment will be issued on the preceding working day. The workweek is defined as Monday through Sunday.

**Special Position Compensation:** Holiday pay should be clearly defined (double time) and may be better addressed in a general policy applicable to all employees rather than limited to special positions.

**Paid Time Off (PTO):** Council expressed consensus to eliminate ESST, as PTO already meets requirements. PTO would be front-loaded, with payouts upon separation prorated based on time worked. Employees may carry over up to 80 hours annually. Further discussion is needed regarding optional PTO payout versus carry-over.

**Holidays:** The City recognizes 12 paid holidays annually: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day.

**Health Reimbursement (QSEHRA):** Proof of medical insurance must be maintained in employee files.

**Policy References:** The High Visibility, Pickup Truck Use, and Respectful Workplace sections will include a note directing readers to the full policy. The requirement for trip logs in the truck use policy will be removed.

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**Separation of Employment:** Final pay will be issued in accordance with Minnesota law and subject to full Council approval.

**Credit/Debit Cards:** A policy will be added establishing a \$500 spending limit with supervisor approval; larger purchases require Council approval.

**General Office Procedure Discussions:**

The Council discussed several general office procedures and potential updates.

- **Direct Deposit:** Council discussed implementing direct deposit and requested information on the setup process.
- **Electronic Logging:** The possibility of electronic logging for Public Works activities (e.g., culverts, gravel hauling) was discussed. Deputy Clerk Ashley Rauschnot will assist with implementation.
- **Offer Letters:** Council recommended annual review of employee offer letters, allowing for potential updates such as promotions, demotions, or no change, and reinforcing role clarity.
- **Truck Use Policy:** Council directed that revisions to the truck use policy, specifically removal of the trip log requirement, be placed on the next meeting agenda.
- **City Administrator Position:** Discussion will continue at the next work session to finalize the job description and establish a timeline for posting. The goal is to post the position within the next few weeks. Deputy Clerk Rauschnot will gather information on posting the position on Indeed.

***Sam Christenson motioned, seconded by Don Ramberg to adjourn at 6:30PM. Motion carried with all ayes.***

Ashley Rauschnot  
Deputy Clerk