

**City of Rock Creek
City Council Meeting
Approved Minutes
March 26, 2026**

Mayor Dick Johnson, called the City Council meeting to order at 4:00 PM.

Members present:

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

Members Absent:

Others present:

Deputy Clerk Ashley Rauschnot, Don Burger

Pledge of Allegiance

Deputy Clerk Update – Employee Handbook

Deputy Clerk Ashley Rauschnot reported on her meeting with Julia Risland regarding the draft Employee Handbook. Ashley provided Julia with the previous meeting minutes, which Julia found very helpful. Julia requested clarification on the City's PERA contribution match, if any.

Julia is incorporating additional leave sections into the handbook, including bereavement, military, civic responsibility, and parenting-related leave. She recommended implementing a leave request form; Ashley noted that the City already uses a Time-Off Request Form, which Julia reviewed and approved with minor revisions. Julia also suggested creating a shared Google Calendar to track employee leave.

It was recommended to include a Procedure/Chain of Command section in the handbook. Julia emphasized the importance of annual handbook training and requiring employees to sign an acknowledgment form each year. Julia provided a sample bereavement policy, which was reviewed by the council and received positive feedback.

Council Discussion – Job Description & Staffing

Council members discussed finalizing the job description in order to post the position as soon as possible. Council Members Sam Christenson and Nancy Rys discussed the option of promoting from within and potentially hiring a Deputy Clerk or Administrative Assistant if the Administrator and Treasurer roles are combined.

Council Member Don Ramberg stated he preferred to proceed with posting for the City Administrator position as originally drafted, allowing internal candidates to apply. Council Member Dan Saumer agreed. After further discussion of both options, the council determined that additional consideration is needed and will revisit the matter at the next City Council Work Session Meeting.

Sam Christenson motioned, seconded by Don Ramberg to adjourn at 5:03PM. Motion carried with all ayes.

Ashley Rauschnot
Deputy Clerk