



CITY COUNCIL MEETING

AGENDA ITEM

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| Prepared By: <i>Allie Polsfuss, City Administrator on behalf of the Personnel Committee</i> | Meeting Date: <i>August 4, 2025</i> | Item No. 7c-e | Item Name: Personnel Action Items |
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COUNCIL ACTION REQUESTED

1. Authorize Administrative Assistant position and direct staff to begin hiring process.
2. Approve Contract with Jerry Bohnsack for Planning and Zoning Services
3. Authorize Extension of Wage Increase for Deputy City Clerk and Finance Specialist

BACKGROUND/DISCUSSION

The Personnel Committee met on July 24, 2025 to discuss organizational structure. Many items and possible actions were discussed at this meeting. Below is an overview of each recommended action:

Administrative Assistant

Within the administration department, there has been a vacant Assistant City Administrator (ACA) position since the employee occupying this position left almost a year ago. After discussion with the Personnel Committee, it is recommended that this position be eliminated, and the position of Administrative Assistant is established.

The Administrative Assistant role would be focused on providing support and ensure efficient and effective communication flow within the organization. This will also strengthen internal controls by providing additional checks and balances within the Finance Department. Attachment A includes the proposed position description.

A wage range of \$28.33-\$36.96 is recommended, as it aligns with the Police Administrative Assistant. This is an hourly position with full benefits. If approved, staff would begin advertising for this position and hope to have a candidate on board by October.

Planning and Zoning Administrator

Since September 2024, Jerry Bohnsack has served as the Interim City Administrator, bringing deep knowledge, planning and zoning expertise, and building valuable trust with both staff and council. After discussions with staff and council members, it is clear that retaining Jerry as Planning and Zoning Administrator would benefit the city both in planning and assisting during the City Administrator transition period.

Jerry has expressed willingness to continue part-time employment in a Planning and Zoning role and has reviewed and accepted the terms of the contract in Attachment B. The Personnel Committee recommends retaining Jerry Bohnsack as the Planning and Zoning Administrator on a part time basis until a full-time position is hired mid-2026. An hourly wage of \$75.00 is proposed and it is anticipated that this position would require about 20 hours per week. This position is not eligible for benefits.



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Extending Wage Increase

The City Council approved a \$5.00/hour wage increase for Deputy City Clerk/Office Manager and Finance Specialist in late 2024 to acknowledge and compensate these employees for the additional duties and responsibilities required of both positions while both the ACA and City Administrator positions were vacant.

After discussion with the Personnel Committee, it is recommended that this \$5.00/hour increase be extended for up to six months after the Administrative Assistant has been onboarded. It is expected that the additional duties and responsibilities will remain until the Administrative Assistant has been trained and the City Administrator has been in the position for a few months.

FINANCIAL IMPACT

Administrative Assistant: It is anticipated that there will be a budget savings in 2025 for this position, as the Assistant City Administrator (ACA) was budgeted for at a higher wage. The position will be incorporated into the 2026 budget, and the ACA will be removed.

Planning and Zoning Administrator: It is anticipated that there will be no budget impact with this position, as it was budgeted for in 2025. A full time position will be budgeted for in 2026.

Extend Wage Increase: It is anticipated that there will be a budget impact of about \$10,000 in 2025 which will be absorbed by the savings from eliminating the ACA position.

STAFF RECOMMENDATION

1. Authorize Administrative Assistant position and direct staff to begin hiring process.
2. Approve Contract with Jerry Bohnsack for Planning and Zoning Services Effective September 1, 2025
3. Authorize Extension of Wage Increase for Deputy City Clerk and Finance Specialist Effective July 28, 2025

SUPPORTING DOCUMENTS

Attachment A- Administrative Assistant Position Description

Attachment B- Draft Planning and Zoning Administration Services Contract with Jerry Bohnsack