

TO: City of Breezy Point Mayor and City Council
FROM: Janette Rust, Finance Specialist
DATE: October 15, 2024
RE: Wage Increase for Finance Specialist



Background / Discussion

With the recent resignations of the City Administrator/Clerk/Treasurer and Assistant City Administrator the duties of the Finance Specialist have greatly increased. This position has become responsible for working with consultants on upcoming project financing, TIF reporting, managing city investments, attending night meetings, assisting with the general election, in addition to the numerous daily tasks of the Finance Specialist.

Additionally, the Pequot Lakes Fire District fiscal agent responsibilities were transferred from the City of Pequot Lakes to Breezy Point's Finance Specialist. These responsibilities involve accounting for another complete entity with numerous duties including overseeing an additional audit. This change has not been updated in the Finance Specialist job description. The budgeted revenue amount for this service to be received from the Fire District is \$8,500 annually. However, since the full transfer did not occur until August 1, 2024, only \$3,500 (5 months) will be received from the Fire District this year.

Jerry Bohnsack started on September 23, 2024, as the Interim City Administrator with a part time schedule. Jerry has mentioned that he will be relying on the Finance Specialist to take on all treasurer responsibilities.

The request is for a wage increase of \$5.00 per hour starting September 4, 2024, and continuing for two to four weeks after a new City Administrator starts work.

Action Requested

A motion to temporarily increase the Finance Specialist wage to \$5.00 per hour starting September 4, 2024, would be appreciated.