

TO: City of Breezy Point Mayor and City Council
FROM: Deb Runksmeier, Deputy City Clerk
DATE: September 30, 2024
RE: Wage Increase for Deputy Clerk



With the recent resignations of the City Administrator/Clerk/Treasure and Assistant City Administrator the duties of the Deputy Clerk have greatly increased. I have become responsible for preparing more meeting packets, posting notices, communications with council, staff, and public, facilitating the general election, along with the many routine tasks of the Deputy Clerk/Office Manager.

Jerry Bohnsack started on September 23, 2024 as the Interim City Administrator with a part time schedule and I will continue to work along side of him doing his administrative assistant duties and helping to keep daily operations going.

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

A motion to temporary increase the Deputy City Clerk wage at \$5.00 per hour starting September 4, 2024 would be appreciated.