

**WEDNESDAY, OCTOBER 5, 2022 COLD SPRING CITY COUNCIL SPECIAL MEETING
MINUTES**

The meeting was called to order by Mayor Dave Heinen at 4:30 p.m. The following City Council members were found to be present: Mayor Dave Heinen and Council Members Mike Fall, Ryan Hennen, Fran Ramler, and Doug Schmitz. Others present: Kris Dockendorf and Lois Lieser.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED 5-0.

CITY ADMINISTRATOR CONTRACT

Dockendorf presented the Councilmembers with a copy of the Comp & Class study done by David Drown Associates, as well as a survey of area Administrator pay rates, showing that the pay for Cold Spring's administrator is well below most of the neighboring cities. Discussion was held on whether the City Administrator needs to attend all the meetings as what they have currently been attending, and it was decided to revisit this at the 6-month review.

There was discussion on the pay for Cold Spring's Administrator, and it was felt that the Administrator should be making more than the employees they are supervising, and it was something they had been working towards accomplishing with the previous Administrator. It was agreed that the pay would be increased after 6 months and one year, and then annually thereafter, pending favorable reviews.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO APPROVE THE CITY ADMINISTRATOR CONTRACT WITH KRIS DOCKENDORF, AT A STARTING PAY OF \$89,086.40, EFFECTIVE OCTOBER 5, 2022. MOTION PASSED 5-0.

FINANCE DIRECTOR APPOINTMENT

Dockendorf presented the current step system and explained to the Council that Lieser has already taken over some of the finance duties with very little direction needed, and that she has assisted in this position twice before, for extended periods of times.

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO ACCEPT RESOLUTION NO. 2022-30, A RESOLUTION APPOINTING LOIS LIESER TO FINANCE DIRECTOR AT STEP 7 OF GROUP 8, WITH A 6-MONTH REVIEW TO BE CONDUCTED BY DOCKENDORF. MOTION PASSED 5-0.

ADVERTISE FOR TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE ADVERTISING FOR A TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT WITH A PAY RANGE OF \$20.46-\$24.44, DEPENDING ON QUALIFICATIONS. MOTION PASSED 5-0.

ADJOURN

MOTION WAS MADE BY SCHMITZ, SECONDED BY RAMLER, TO ADJOURN AT 5:20 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

David Heinen, Mayor

Kris Dockendorf, City Administrator