

**NOTICE OF A PUBLIC MEETING**  
**Dallas Center City Council**  
**Tentative Agenda**  
**May 26, 2022 7:00 am – Memorial Hall**  
**1502 Walnut Street, Dallas Center**

The Council meeting will be held in person in Memorial Hall. The meeting also may be accessed by the public electronically by Zoom at the following Internet link:  
<https://us02web.zoom.us/j/88129143388>. If a Zoom user has the Zoom app, just enter the meeting ID 881 2914 3388 and the passcode is 007789.

Or a member of the public may connect to the meeting by telephone using any of the following numbers (the Meeting ID is 88129143388#, the passcode is 007789: Dial by your location +1 646 558 8656 +1 301 715 8592 +1 312 626 6799 +1 669 900 9128

Depending on the caller's long-distance calling plan, long distance charges may apply.

1. Roll call
2. Action to approve agenda
3. Discussion and action to approve hiring Shellie Schaben as a full-time City Clerk at \$57,000/yr with two weeks of vacation upon hire for the first year and \$2,500 being contributed to an HSA for the calendar year 2022 with an effective start date of June 6, 2022, pending background check
4. Action to approve hiring 3<sup>rd</sup> year lifeguard Caelen Wineland at \$13.00/hr effective May 26<sup>th</sup> and 1<sup>st</sup> year lifeguard Kate Busby at \$12.50/hr effective May 26<sup>th</sup> (pending lifeguard certification) both pending background checks
5. Action to approve Mayor's appointment of Jennifer Pandich to the Tree Board, term expires June 30, 2024
6. Action to approve Mayor's appointment of Mark Rees to the Tree Board, term expires June 30, 2023
7. Adjournment

Cindy Riesselman, City Clerk



May 18, 2022

Ms. Shellie Schaben

RE: Employment Offer

Dear Ms. Schaben:

It is my pleasure to offer you the opportunity to become the City Clerk for the City of Dallas Center. This offer is contingent upon successful completion of a background check.

I anticipate, dependent upon your acceptance, to have the recommendation before the City Council next week. Your wage will initially be \$57,000 annually, based on the hourly rate of \$27.40. Upon completion of your City Clerk certification, you will receive a wage increase of \$2,000. The following offer and attachment clarify certain standard employee benefits.

**Proposed Start Date:** negotiable  
**Beginning Salary:** \$57,000  
**Employment Status:** Non-Exempt  
**Supervisor:** Cindy Riesselman

As you review the offer, please feel free to contact me with questions you may have regarding your employment. If the above is acceptable please sign in the space provided below and return it on or before Monday, May 23, 2022.

I look forward to you becoming part of the Dallas Center Team and hope your employment experience will be enjoyable and rewarding.

\_\_\_\_\_  
Shellie Schaben

Date

\_\_\_\_\_  
Danny Beyer, Mayor

Date

The offer is contingent upon the Dallas Center City Council approval of the recommended wage rate.

**CITY HALL**

1502 Walnut St, PO Box 396, Dallas Center, Iowa 50063 | p 515.992.3725 | f 515.992.3764 | cityhall@dallascenter.com  
dallascenter.com

# Benefit Information for Dallas Center

<b>Benefit</b>	<b>Eligibility</b>	<b>Description</b>	<b>Cost To Employee</b>										
Health Insurance	All Full-time employees	The plan is administered by TrueNorth. \$2900 single deductible \$5800 family deductible \$2500 single contrib to HSA \$5000 family contrib to HSA	Full-time Employees: Single: 1% of premium Other: 10% of difference between single & coverage chosen										
Prescription Drug	All Full-time employees		The cost is built into the health insurance costs.										
Dental Insurance	All Full-time employees	Plan is administered by Delta Dental	Full-time Employees: Single: 1% of premium Other: 10% of difference between single & coverage chosen										
Life Insurance	All Full-time employees	\$10,000 Group death and dismemberment insurance	Full-time Employees: Single: No cost										
Vacation	All Full-time employees	<table border="1"> <thead> <tr> <th>Months of Serv</th> <th>Weeks</th> </tr> </thead> <tbody> <tr> <td>0-6 mos</td> <td>1</td> </tr> <tr> <td>6-12 mos</td> <td>1</td> </tr> <tr> <td>60 (5 yr)</td> <td>3</td> </tr> <tr> <td>120 (10 yr)</td> <td>4</td> </tr> </tbody> </table>	Months of Serv	Weeks	0-6 mos	1	6-12 mos	1	60 (5 yr)	3	120 (10 yr)	4	No cost
Months of Serv	Weeks												
0-6 mos	1												
6-12 mos	1												
60 (5 yr)	3												
120 (10 yr)	4												
Floating Holidays	All Full-time employees	2 days each year											
Holidays	All Full-time employees	10 days - New Year's, President's, Memorial, Fourth of July, Labor, Veteran's, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day											
Sick Time	All Full-time employees	The City of Dallas Center provides sick accrual at 5.33 hours per month.											
Pension - Regular Employees	All Full-time Non-Law Employees	The City of Dallas Center participates in IPERS.	Employee Contr 6.29% Employer Contr 9.44%										
Deferred Compensation	All Full-time employees	Employees can defer up to 100% of pre-tax salary, up to \$15,500	No cost										
Cancer Coverage Plan	All Full-time employees	Pre-tax contributions	Based on coverage Employee pays 100%										