

SPECIAL MEETING – JULY 19, 2011

The special meeting of the Common Council of the City of Marshall was held on July 19, 2011 in the Board Room at Marshall Municipal Utilities, 113 South 4th Street. The meeting was called to order at 7:00 P.M. by Mayor Byrnes. In addition to Byrnes the following members were present: Hulsizer, Doom, Sanow, Boedigheimer and Ritter. Absent: DeCramer. Staff present included: Ben Martig, City Administrator; Dennis Simpson, City Attorney; Sheila Dubs, Assistant to City Administrator; Doreen Peterson, Payroll/Accounting Clerk; Mark Farrell, Director of Housing; Thomas M. Meulebroeck, Finance Director/City Clerk and Holly Martin Huffman, Library Director. Others in attendance at the meeting included: Wayne Brede and Jim Laumeyer from Laumeyer Human Resource Solutions

REQUEST FOR FUNDING COMMITMENT FOR WESTERN COMMUNITY ACTION:

Ben Martig, City Administrator, indicated that Western Community Action presented a summary of possible request for local funding for their operational cost during the State shutdown at the regular Council meeting of June 28, 2011. The Transit Advisory Board met on July 14, 2011 and requested that an agreement be presented to the City Council at their special meeting of July 19, 2011. The Transit Authority did not formally make recommendation on the agreement but rather that it be requested to be presented to the City Council.

The Governor and Legislative Leadership have announced a tentative budget agreement to be finalized over the next week or so. Ben had inquired whether this item should be removed but John Fitzgerald, Executive Director of Western Community Action, has requested that it remain on the agenda. Ben asked Mr. Fitzgerald whether the State would provide reimbursement if local funds were used to cover operating costs. Mr. Fitzgerald responded that he has received two letters from the State that provide contradictory direction to their possible reimbursement. He said one letter expressly says no funding would be reimbursed for work during the shutdown and the other letter says it may. The City has not been provided a copy of these letters.

Mr. Martig indicated that the City did not budget for this item and the cost could be significant if no reimbursement would come forward. This operation cost is a responsibility of the State of Minnesota and if we locally started assuming other costs for state funding we would have a long list of requests. The agreement proposed is open ended and presumably gives authority for Western Community Action to determine which option they are operating under and when. Staff would suggest that if the Council would like to cover operations they only authorize funding of one option and for a specific time period that ends. A copy of this agreement has been provided to the City Attorney to review.

Ritter moved, Hulsizer seconded, to approve Option 2, which would cost \$1,080 per day, up to \$7,000 for 2 weeks starting July 21, 2011. Under discussion it was clarified that this would only be paid if the State did not provide any funding during this period of time. All voted in favor of the motion, except Boedigheimer and Doom who voted no.

AUTHORIZATION TO DECLARE MISCELLANEOUS ITEMS AS SURPLUS PROPERTY:

Doom moved, Ritter seconded, authorization to declare excess city property as surplus property and that the proper city personnel be authorized to dispose of surplus City property at a Rummage Sale to be held on Crazy Days, July 21, 2011. All voted in favor of the motion.

APPROVAL OF TRANSIENT MERCHANT LICENSES:

Boedigheimer moved, Doom seconded, that Transient Merchant Licenses be approved for Exterior Solutions, MN LLC; Liberty Exteriors LLC; All American Restoration, LLC; Aspen Exteriors, Inc; Premier Home Improvement; and Stio Roofing and Construction LLC. These licenses

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will expire on December 31, 2011 and the fee for these licenses is \$315.00. These licenses were approved contingent upon review by the Police Department, receipt of the bond, work comp certificate and license fee. All voted in favor of the motion, except Hulsizer and Sanow who voted no.

PRESENTATION FROM LAUMEYER ON THE CLASSIFICATION AND JOB EVALUATION STUDY:

Wayne Brede and Jim Laumeyer, representatives from Laumeyer Human Resource Solutions were in attendance at the meeting to provide a presentation on the Classification and Job Evaluation Study that they performed for the City of Marshall.

Mr. Brede addressed the Professional Test, Executive Test and Administrative Tests used to determine if employees are exempt or non-exempt per the Fair Labor Standards Act (FLSA) Designation. Mr. Brede suggested that the City move away from the use of numerical (I, II, III & IV) attached to Position Classifications; to re-title the Engineering Technician to Engineering Specialists and the Senior Engineering Technician to a Senior Engineering Specialist; and that the City consider to re-title the Human Resource Coordinator (currently the Assistant to City Administrator); an Office Support Specialist (currently Clerk/Typist); an Executive Assistant (currently City Administrator Administrative Assistant); Human Resource Assistant (currently Payroll/Accounting Clerk); and for the Public Housing an Office Specialist, Intermediate (currently an Office Assistant/Receptionist). Mr. Brede addressed the Hay Evaluation Point Factor System, which includes Know-How, Problem Solving, Accountability and Working Conditions. Mr. Brede also indicated that some of the position points were mechanically incorrect or significantly undervalued. Pay Equity was addressed and it was suggested that the recommended points be implemented in conjunction with the future Compensation Study. The only exception is the new positions created with the proposed Parks and Public Works reorganization.

Sanow moved, Boedigheimer seconded, to accept the report from Laumeyer Human Resource Solutions on the Classification and Job Evaluation Study they performed for the City of Marshall. All voted in favor of the motion.

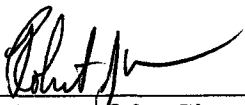
Mayor Byrnes called for a 3-minute recess at 8:20 P.M.

2012 BUDGET PROCESS:

Mr. Martig briefly discussed the 2011 LGA and MV Credit amounts under current law and how it compares to the pay 2011 LGA and MV Credit amounts under H.F. 130.

Mr. Martig also reviewed the time line for meetings and presentations for the 2012 budget and he also addressed the summary calculation of the Levy/Property Tax Impact for 2011/2012.

Boedigheimer moved, Sanow seconded, that the meeting be adjourned. All voted in favor of the motion.



Mayor of the City of Marshall

ATTEST:



Finance Director/City Clerk