

## COUNCIL WORK SESSION – MARCH 15, 2016

The work session of the Common Council of the City of Marshall was held on March 15, 2016 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 5:30 P.M. by Mayor Byrnes. In addition to Byrnes the following members were present: Schafer, Doom, Bayerkohler, DeCramer, Sturrock and Conyers. Absent: none. Staff present included: Ben Martig, City Administrator; Sheila Dubs, Human Resource Coordinator; Cal Brink, CEO Marshall Area Chamber of Commerce; and Jane DeVries, Deputy City Clerk. Others in attendance included: Ron Halgerson, TSP Architects; Bill Ziegenhagen and Deb Gau from the Marshall Independent. Glenn Olson, Director of Public Works/City Engineer, arrived at 5:40 P.M.

It was the general consensus of the Council that the agenda be approved with the deletion of Item No. 6, which is to Review the Sports Center Finance and Operations.

### **DISCUSSION ON CITY ADMINISTRATOR TRANSITION DISCUSSION:**

Mayor Byrnes provided an update on the search process for a new City Administrator. A representative from David Drown Associates, Inc., the Executive Search firm, met with the Mayor, Council Members and staff earlier to start the process. The Council reviewed the proposed timeline received from David Drown Associates, Inc. It was suggested that the council may want to consider giving budget direction early, to help prepare for the transition.

### **REVIEW ADMINISTRATION, PUBLIC WORKS AND PARKS WAGE SCHEDULE**

#### **ADJUSTMENTS:**

Ben Martig, City Administrator, indicated that staff has evaluated the organizational structure for parks, public ways (streets, airport, public ways), and administration-finance departments. Job descriptions for several job classifications have been amended and re-pointed by the City's Hay pointing Consultant as part of a restructuring of duties and responsibilities. Staff is recommending that the Council approve amendments to the proposed wage schedules at the next regular meeting on March 22, 2016. Staff propose the following implementation plan for changes to wage rates: A. for employees in job classes with decreasing Hay points: follow the City's past practice, that is, to freeze the employee at the existing rate of pay until the wage schedule catches up; this occurs through general wage increases approved by the Council. The incumbent is not eligible for "cost of living" increases until the wage rate of the employee is lower than the top step of the job classification. B. for employees in job classes with increasing Hay points: past practice has been to move the employee to the "next nearest step" on the new wage schedule. C. where a job classification is being eliminated, the employee will be placed into the assigned job classification at the "next nearest step" on the schedule. If there is no "next nearest step", the employee will be placed at the top step of the job classification. This may result in a decrease in pay.

**REVIEW JOINT POWERS AGREEMENT BETWEEN THE CITY OF MARSHALL AND INDEPENDENT SCHOOL DISTRICT #413 RELATING TO THE ESTABLISHMENT AND OPERATION OF A JOINTLY SPONSORED COMMUNITY EDUCATION AND RECREATION PROGRAM AND COMMUNITY SERVICES DIRECTOR HIRING PROCESS:**

Ben Martig, City Administrator, reviewed the proposed joint powers agreement between the City of Marshall and Independent School District #413 relating to the Establishment and Operation of a Jointly Sponsored Community Education and Recreation Program and Community Services Director hiring process. Staff received the Joint Marshall Community Service Program audit completed by a representation of peers from other communities. The findings and recommendations were presented for review and will be considered during this hiring process. City Administrator Martig also gave an update on the Marshall Community Services Director retirement and vacancy planned for the end of July of this year. This position has been posted on a professional association website. Applications will begin review in April. Initial applications will be reviewed for about two weeks thereafter. Further details of the interview are yet to be determined but could include phone screening interviews. Additionally, finalists interviewed in early May are tentatively planned to include interview of an Executive Panel including City and School representatives. Other final interview process components may include some of the following: Community Services Department staff interview panel, Marshall Community Services Board meet and greet, community open house, and others. The City Council ultimately confirms the hiring of this position. The current anticipated schedule of an offer would be in late May with a preferred starting date in June, July or August.

**DISCUSSION ON MARSHALL HOTEL/CITY HALL:**

Ben Martig, City Administrator, indicated that the City of Marshall now owns the Marshall Hotel, but the Lyon County District Court still has to decide how much compensation for the property the City will pay Joe Bot. The Court has met with the three Commissioners that have been appointed to view the property and determine its value. The Commissioners will be viewing the hotel in early April. Dennis Simpson, City Attorney, has advised not to complete any cleanup of the inside of the building until the appointed three Commissioners have an opportunity to view the building. State Statutes provide the visual viewing requirement and there is a preference to leave it in its current condition before they see it.

**REVIEW MARSHALL COMMERCE PARK INDUSTRIAL DEVELOPMENT PHASE I AND PHASE II MN DEED GRANT APPLICATION:**

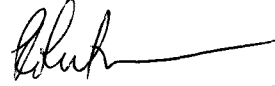
Ben Martig, City Administrator, and Cal Brink, CEO Marshall Area Chamber of Commerce, reviewed the proposed development plan for 3 phases of development of the Marshall Commerce Park, the next City industrial park contemplated for development. The City is in process of the first project related to the intersection re-alignment. Property is being acquired and related platting and annexation will occur thereafter. The next two phases would be to provide infrastructure to this intersection location. The investment would create the availability of 72 acres (currently in 11 lots) for development.

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**REVIEW SPORTS CENTER FINANCE AND OPERATIONS:**

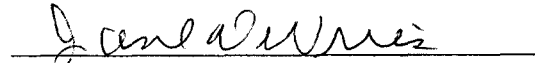
This item was removed from the agenda.

Sturrock moved, DeCramer seconded that the meeting be adjourned at 7:07 P.M. All voted in favor of the motion.



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Mayor

Attest:

  
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Deputy City Clerk