

Glyndon City Council

7/19/2016

7:00 a.m. Special Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Joe Olson and Kimberly Savageau, Deputy City Clerk Wendy Affield, Police Chief Michael Cline, City Attorney Ken Norman and City Consultant Ken Parke.

As Per Sign in Sheet:

3. **Discussion on the Hiring of a New City Clerk/Treasurer** – Mayor Johnson opened the floor for discussion concerning hiring a City Clerk/Treasurer or changing the position to an Administrator. Dave Owings informed Council the HR Committee that consists of Joe Olson and himself have discussed the possibility of changing the position if it was to open up. Owings read from his laptop information from the LOMC Mayoral Handbook which is a comprehensive guide for Mayors and Civic Staff. Owings read from page 45 of the Mayoral handbook stating:

City Administrator – The position of city administrator is usually created by an ordinance or resolution. Sometimes the administrator position exists in addition to a separate city clerk position, but in smaller cities the duties are often merged into a combined clerk-administrator position.

Since state statutes do not specifically provide for a city administrator, or define the powers of the position, duties can vary greatly from city to city. The extent of the city administrator's powers may be defined locally by a combination of ordinance, city policy, and job descriptions. In smaller cities the responsibilities may essentially be an expansion of the city clerk's duties. Other cities, typically larger cities, may give the administrator broader powers so that he or she essentially functions as a city manager with duties as discussed below.

Owings informed Council that his goal is to have all City Department Heads report to that one city person and take some of the HR responsibilities that are now given to two Council Members. Olson informed Council that he would like to work more on items that are going to better the City of Glyndon, not as much on HR or administrative issues. Owings feels this would be a tool for the Council to utilize. Mayor Johnson understands what Owings and Olson are suggesting, his concern is when you add the Administrator title in front of Clerk/Treasurer you are looking at a higher salary, wondering if that is the best route for the City of Glyndon. Mayor Johnson discussed the advertisement that was published when the position was last filled requesting a four (4) year degree if they do not have seven (7) years of public sector administrative experience. Savageau explained that an applicant without a four (4) year degree would have to have seven (7) years' experience but if they have the degree the City would allow them to only have five (5) years' experience in public sector administration. Savageau stated working in public service, it takes a lot of years learning the ins and outs, and five (5) years is a minimum. Mayor Johnson

asked Council if they are looking for a title or someone who will be instructing the department heads on how to run their departments. Owings perspective would be the Administrator would have the position of reporting structure to the Council, stating right now the Clerk/Treasurer's responsibilities at this time are all finances of the City. Owings informed Council the additional piece would be that that person would be conducting the reviews and handling any HR topics. Owings would like the department heads to have someone to be accountable to. Chief Cline asked if it has been an issue with his department. Owings stated is has not. Cline asked if the Administrator would do his officer reviews. Owings stated only department head reviews. Olson wanted to make sure he understood that each department head would still oversee their department and the Administrator would oversee everyone. Ken Parke informed Council that one of the important things to remember is that the Administrator does not have the authority to hire or fire an employee, they can recommend to the Council, but it would still be Council's final decision. Ken Parke explained it's a change for all employees, you will probably see friction between the Administrator and department heads to start with because the department heads will think they are being micro managed. It matters what kind of a person you have in that position, it is not a matter of authority it is a matter of working together and communicating. Ken Parke informed Council an Administrator is a buffer for the Council so they do not have to deal with everyday issues. Ken Parke read a section from the LOMC:

City Administrator -

The history of the city administrator position is less defined than the clerk and manager positions. In Minnesota, the city administrator position has typically grown out of the city clerk position. As a city's operations grow more complex, it becomes unrealistic for the elected body to personally oversee all day-to-day operations. In a move toward delegating some of these day-to-day functions, many city councils have chosen to create the position of city administrator.

A key issue in the creation of the city administrator position is the level of authority, particularly supervisory authority over other city staff that will be vested in the position. In some cities, the responsibilities may be essentially an expansion of the city clerk's duties. Other cities may give the administrator broader powers.

Ken Parke informed Council that they have the ability to create the position to what they want. Ken Norman informed Council they need to decide how much authority they are going to delegate and to keep in mind the general public is still going to come to Council when they have a problem. The Administrator will need to know how much authority they will be given before Council steps in. Council discussed shaping the position before an advertisement is released, making sure everything that will be expected is included in the job description. Olson commented that he likes the idea of an Administrator but is concerned with how they may try to give advice on how to be a police officer when they are not qualified in that field. Savageau informed Council that if the Administrator has an issue with a department head, they should visit with them prior to bringing the issue to Council. Norman discussed the situation that happened in Moorhead where an employee was asked by Council to do a task but would not so Council left him no option other than to resign or be terminated. Norman brought to Council's attention an issue years prior where Council Members tried to tell Chief Cline how to do his job, what to do and what not to do, Norman stated discretion rests with the police officer not the Council. Norman informed Council that they will need to change the way they have been doing business also. Ken Parke stated you will want to let the applicant know in the ad what the City is looking for. Savageau feels it would be better to have an educated employee working with union negotiations than having a Council Member who is not qualified. Owings would like to discuss

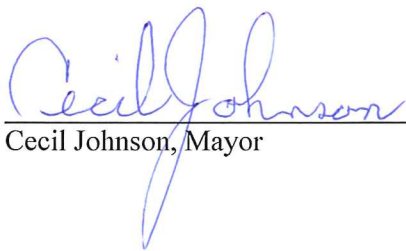
more of what Mr. Norman was saying concerning the Council stating Council is here to be policy makers not deal with the day-to-day issues. Owings stated the salary for the size of Glyndon is not much more for an Administrator over a Clerk/Treasurer. Norman suggested Council ask themselves "what does the City want to accomplish and why are you doing it". Norman would like the Council to really study this topic before a decision is made. Ken Parke agrees with Savageau about how Council Members do not have the knowledge and expertise to handle personal issues stating you have to be very sensitive with them. Mayor Johnson informed Council the next few months are going to be important with the election and 2017 budget. Cline feels the City does not want to rush the process suggesting a background check be done prior to the hiring process to make sure they are qualified for the job. Owings reminded Council that when Pam Ness departed the City contracted with Eide Bailly to assist in the transition process as an advisory capacity only. Savageau informed Council some higher up positions require a four (4) week notice over two (2) weeks. Savageau asked if the City has a probation period. Owings stated it is six (6) months. Savageau informed Council that when the Budget Committee visited last year they did try and work on a two year plan so some figures have been added to the 2017 Budget already. Owings reminded Council that Mrs. Anderson did agree that she would do consulting for the City if needed. Owings stated the City is fortunate because the checkbook is in balance and the Banyon System is being utilized. Cline suggested Council visit with each department head concerning when drafts of their budgets need to be given to City Hall. Owings discussed how Pam Ness combined items in the budget so it was easier to understand and comprehend. Mayor Johnson asked how the Council would like to interview the candidates for this position, suggesting the full Council interview each candidate. Norman informed Council that if they decided to do that it would be considered an open meeting. Ken Parke suggested to also have the department heads involved in the interview process. Owings discussed salary survey charts for both the Clerk/Treasurer and Administrator positions and requested Affield to disburse them to Council so they can see the salary ranges, town locations and populations. Owings discussed the email from David Drown stating a resource the City may want to look into for a replacement or temp for the position. Owings brought to Councils attention the job description that was done by the U of M student mentioning the information used did come from the LOMC and he suggests each Council Member take time to review and make notes of what they would like to see added or deleted in the job description. Owings visited the topic of hiring a part-time employee to help around the office stating he has let City Hall know that if they feel they need more help they are to ask. Mayor Johnson stated if you bring someone in to help it would take time away from what Wendy needs to accomplish because she would have to train them. Savageau thinks it would be better to pay overtime to current city staff verses trying to bring someone in that would need to be trained. Owings feels it will be up to the current staff if they would be interested in working extra hours to make sure the City stays running smoothly. Norman mentioned that in the past Council Members stepped up and helped when needed. Olson asked Affield what help the Council may do for her. Affield informed Council that her biggest concern at this time is the upcoming Elections. Affield would like to see if Anderson would write down what will need to be done monthly so nothing is missed. Ken Norman informed Council that a sit down meeting with Mrs. Anderson should take place requesting the information that she has been working on. Affield explained that she is not sure if people are going to know to come to her concerning items that need to be put on the Agenda for Council Meetings. Savageau asked if Anderson's email will be forwarded to Affield's until the position has been filled. Owings stated that Shawn at Simple Website Creations can set it up so they are forwarded. Savageau stated that Anderson was the main key contact for the City and when you have a public email it is not to be used as your personal so there should be no issues having it transferred. Ken Norman stated it is public data and has to be available for review. Affield will contact Shawn from Simple Website Creations requesting the email to be forwarded to her city email. Council discussed changing of passwords and templates that are located in Mrs. Anderson's computer.

Savageau wants to make sure the City can get into all the records that are on the computer and suggested to look into a share drive so the City does not have issues in the future. Owings suggested the City may want to look into renting cloud storage stating Computer Wrench would be the ones the City would want to visit with on that subject. Olson asked who should visit with Anderson on making sure this information is available to Affield. Dave Owings will talk with Anderson. Olson would like to have at least a six (6) month list of what is coming up that needs attention. Affield informed Council that Mrs. Anderson has a planner that she writes the information in when things are to be paid. Norman stated that if there is a planner for City events Affield should have access to it. Savageau suggested making Wendy Affield acting Clerk/Treasurer. Mayor Johnson asked if Anderson can remove her training certificates out of her file. Norman informed Council that she may take any medical information from her file as the City will not need that information any longer. Ken Parke stated she needs to be very careful of what she takes out of her personal file, she should not remove anything, only make herself copies and leave the originals in the file. Norman would suggest the City have appropriate documentation on file for every employee and their duties. Olson called it a Procedural Manual. Council decided developing a Procedural Manual would be a project for the new Clerk/Treasurer. Owings informed Council what will need to be on the next Agenda is a vote on whether or not the Council will stay with the Clerk/Treasurer or change the position to Administrator, if that passes the Council will need to work on job duties uniquely for the Administrator, formulate paragraphs based on the points the Council is looking for and take that information and incorporate it into the job description. When that is completed Council will need to formulate an ad for the position. Mayor Johnson would like to know if a salary amount should be incorporated into the ad. Council agreed that the salary should be included. Ken Parke suggested the probation time be extended to one (1) year for this position so Council can have more time to evaluate the individual. Council discussed and felt that a one (1) year probation would be a good idea. Dave Owings made a motion to make Wendy Affield acting City Clerk/Treasurer as of Friday, July 22nd 2016, seconded by Kimberly Savageau. Motion Carried.

4. Open Forum –

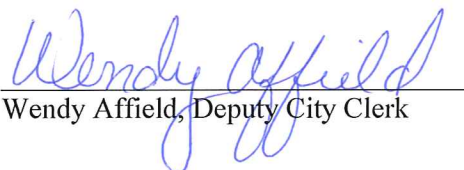
5. Adjournment

A motion was made by Kimberly Savageau, seconded by Joe Olson to adjourn at 8:22 a.m. Motion carried.



Cecil Johnson, Mayor

City Clerk/Treasurer



Wendy Affield, Deputy City Clerk

July 19th, 2016 Glyndon Special Meeting Council Minutes