

-UNAPPROVED-

MINUTES
PERSONNEL COMMITTEE MEETING
November 7, 2022, at 12:45 p.m.

MEMBERS PRESENT: John DeCramer and Craig Schafer (via Zoom)

MEMBERS ABSENT: Steven Meister

STAFF PRESENT: Sheila Dubs, Human Resource Manager; Scott VanDerMillen, Director of Community Services; and Jason Anderson, Director of Public Works/City Engineer

The meeting was called to order by Chairman DeCramer at 12:45 PM.

MOTION BY Schafer, SECONDED BY DeCramer to approve the Minutes of the July 19, 2022 meeting. ALL VOTED IN FAVOR 2-0.

Chairperson DeCramer requested Sheila Dubs, Human Resource Manager, introduce the agenda item under consideration, consider approval of the amended 2023 Temporary and Seasonal wage schedule.

Dubs reviewed the proposal. Effective January 1, 2023 the minimum wage in Minnesota will be increasing from \$10.33 to \$10.59 per hour. Several positions highlighted on the current wage schedule require amendment to comply with this law. Schafer asked Staff they will be able to hire people with these changes with specific focus on the aquatic center staffing. VanDerMillen responded that hiring is challenging year to year, but Staff feel that with these adjustments, we will be in a good position. Schafer commented that with the step structure, adjustments can be made off of the starting pay as needed to be competitive. VanDerMillen indicated that he solicited comparative data, which he handed out at the meeting. This comparative data suggests that we will be able to recruit and retain at the aquatic center as long as we can provide flexible hours for each individual employee. DeCramer stated that some local businesses seem to be decreasing their starting pay; however, the City still needs to stay competitive. Schafer indicated that with the level of demand and the importance of the aquatic center, we want to be a favorable employer. DeCramer stated that Staff may need to utilize the steps to adjust for a more experienced employee.

MOTION BY Schafer, SECONDED BY DeCramer to approve the amendments to 2023 Temporary and Seasonal wage schedules. ALL VOTED IN FAVOR 2-0.

Chairperson DeCramer requested Sheila Dubs, Human Resource Manager, introduce the next agenda item under consideration, consider a restructure of the Public Works division.

Dubs explained that we're requesting consideration of two organizational changes, Engineering and Community Planning. Anderson gave a history of the organizational structure dating back to 2015. Anderson explained that we've experienced difficulty recruiting an Assistant City Engineer to replace Jessie Dehn. Anderson stated that the proposal is to retain separation between the Assistant City Engineer position and the Community Planning department, while achieving fewer direct reports for the Director. The Committee discussed the roles and priorities of the Assistant City Engineer with respect to the MS4 and other programs. The proposal is to post both positions, an Assistant City Engineer and a Civil Engineer, and hire into one of the positions. The Civil Engineer is a new position that has a lower pay band than the Assistant City Engineer. The idea is to "grow our own"; that is, to hire an individual that has just finished school, that does not have a Professional Engineering licensure and train that individual to eventually meet the qualification of and become our Assistant City Engineer.

Anderson discussed the Community Planning realignment under the building official. He described that it is challenging for his position (Director of Public Works/City Engineer) to provide day-to-day direction for Community Planning. The proposal is for the Building Services Coordinator to take on responsibility for the building staff. Anderson indicated that the Plans Examiner/Assistant Zoning Administrator would continue to report directly to him (Director) as more than half of his job consists of work not under the building official's area of responsibility.

Schafer asked where responsibility for the MS4 program would rest. Anderson indicated that it would fall on either an Assistant City Engineer or the Civil Engineer. He would initiate training immediately with a Civil Engineer on this program. The Civil Engineer would also be supported by the designated Engineering Specialist for this program. Schafer suggested that employees from the wastewater and street departments may be able to also provide support. Anderson indicated that there is opportunity there and the street and community planning departments are already assisting to bridge compliance.

Dubs explained that if the proposal is approved by the committee, Staff would contact the AFSCME business agent and our labor attorney to discuss procedural steps in implementing the changes. Schafer asked if Human Resources performed the job evaluation rating. Dubs responded that Gallagher conducts the job ratings for the City. This eliminates any bias and ensures the ratings under the Decision Band Method® are completed correctly.

Schafer stated that he doesn't want the Engineering restructure to become a center of training for new employees, he wants to be able to retain the individual that is hired and support them in their career development with the City. Anderson agreed and indicated that he believed we can find an entry level Civil Engineer and the pay would be competitive.

DeCramer asked if we were able to hire an Assistant City Engineer, would the proposed organizational structure still be the preferred proposal. Anderson answered yes. DeCramer asked if there was any staff concern related to the realignment under the Building Services Coordinator.

Dubs indicated that there is no change in pay or points (job ratings) for positions under the Building Services Coordinator. Anderson indicated that he's spoken with affected staff and has support for the changes. Anderson stated that he cannot effectively direct staff day-to-day, he needs this amended structure to be effective.

DeCramer stated that it's important that this proposal does not add any additional staff.

Schafer stated that the proposal will help delineate roles between the Building Services Coordinator and the Plans Examiner/Assistant Zoning Administrator, especially related to continuity for disaster response and recovery. Schafer stated that it's important to hire quality people.

DeCramer asked about the timing of implementation. Dubs indicated that Staff will review both changes with the AFSCME business agent and our labor attorney. Staff desire to implement both changes by year-end. Dubs indicated that it may be possible to complete the Community Planning restructure to have it on the Council's November 22 agenda. Dubs indicated that the Civil Engineer position would be posted once the restructure is approved by the City Council.

MOTION BY Schafer, SECONDED BY DeCramer to approve the Public Works restructure. ALL VOTED IN FAVOR 2-0.

MOTION BY DeCramer, SECONDED BY Schafer to adjourn the meeting. Meeting adjourned at 1:22 PM. ALL VOTED IN FAVOR 2-0.

Respectfully Submitted,

Sheila Dubs
Human Resource Manager