

CITY OF MONTEVIDEO
CITY COUNCIL WORKSESSION
February 27, 2023

The city council met in a worksession on Monday, February 27, 2023 in the council chambers at city hall. President Schmidt called the meeting to order at 7:00 P.M. The worksession had been set by the council on February 6th.

Council members present: Nathan Schmidt, Bryce Curtiss, Steve Sulflow, Dan Sanborn and Beverly Olson. Absent: None. Mayor Winter present.

Also present was City Manager Robert Wolfington and Secretary Glennis Lauritsen.

2. Discussion Items.

2(A) SUCCESSION PLANNING.

City Manager Wolfington informed the council that the retirement of two long-term city employees would be occurring in the near future. Utilities Superintendent Byron Hayunga has submitted his resignation, effective December 31, 2023 and City Clerk Glennis Lauritsen has indicated her intent to retire in July of 2024.

- The City of Montevideo is required to operate its water and wastewater facilities under a Minnesota Class A Operators License. Byron Hayunga holds such a license. There are three (3) other employees in the Utilities Department, two of which currently have a Class C license in water and wastewater and are working towards Class B licenses and one that just recently obtained a Class C license in water. The process for obtaining a Class A license takes time and, therefore, upon Hayunga's retirement, the city will not have an individual on staff with the required Class A license. Hayunga had indicated a willingness to assist the city until such time as his license expires, which is July 2024. Options available after that time would include sharing a licensed individual with another community and/or contracting out for the service. It was noted that Benson currently has an employee with a Class A license, so it may be possible to work with that community in a shared capacity, or with Granite Falls who are also required to work under a Class A license. Staff was not sure if Granite Falls had their own employee, or if the service is provided in another manner.

It was the consensus of the council that they would like to see existing employees work towards the Class A license, with the understanding that other services would need to be utilized until such time as the required license was obtained.

- City Manager Wolfington discussed the hiring process for a new city clerk. Staff suggested the city seek an apprentice that would be hired for the position as early as July of this year to work with existing staff. In addition to being groomed as clerk, this apprentice would also cross-train in utility billing and payroll functions. There was also discussion about the possible future need for an additional employee in the city office.

It was the consensus of the council that this was a viable plan for the city clerk position. Staff will now develop a job description for the position, with the intent of advertising this spring/early summer.

2(B) DEPARTMENTAL STAFFING.

- City Manager Wolfington explained that performance evaluations had recently been conducted by the police chief on all of the police officers. All of the officers had indicated the need for an additional officer due to the increased workload, reporting requirements, etc. This was so critical to them, in fact, that each had mentioned a willingness to revisit/possibly renegotiate the current LELS Agreement. This item will require further discussion.
- City Manager Wolfington followed-up on a previous suggestion by the council that a pay study be conducted on all employees. He noted that Granite Falls had recently completed a study, which was facilitated by David Drown & Associates, the firm used by the city for the city manager search in 2019. Wolfington will continue to research options.
- Discussion was held on the Community Center Coordinator position, its pay range, duties/responsibilities and whether any modifications are needed. City Manager Wolfington explained that this position has similar points assigned to it for comparable worth purposes as the utility billing clerk, finance clerk and police records secretary.

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2(C) OTHER.

City Manager Wolfington discussed briefly the status of the two grants the city had applied for on the T.H. 7/CSAH 15/24th Street intersection, reminding the council that both were Mn/DOT grants and that the city was being recommended by Mn/DOT for award of one of the two at this time (80% funding.) If accepted, construction would be moved up from 2027 to 2025. Although no official action was taken, the consensus of the council was to support that recommendation, with a hope that the 100% funded grant may also be recommended in the near future.

Meeting adjourned at 7:57 P.M.

Glennis Lauritsen, Secretary

Approved by council March 6, 2023:

President - City Council