

**SAUK CENTRE CITY COUNCIL
SPECIAL WORKSHOP MEETING
WEDNESDAY, MAY 30, 2007, 4:00 P.M.**

1. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE

The Sauk Centre City Council met in a Special Meeting on Wednesday, May 30, 2007, at 4:00 p.m. at the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members, Al Coenen, David Thomas, Warren Stone, and Keith Johnson. Also present was City Administrator/Clerk Vicki Willer. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

The purpose of this special workshop meeting was to hear a report by Ann Antonsen of Springsted, Inc. on the Organizational Structuring and Staffing Study. Mayor Kirckof stated the council will hear the presentation and recommendations from Antonsen. The council will have the opportunity for questions and discussion. Action accepting the report would then be on the June 6, 2007 agenda.

3. REPORTS

Ann Antonsen, Springsted, Inc. updated the Council on the process for conducting the Organizational Structuring and Staffing Study which is the final portion of the study being conducted. Antonsen reminded the council that this portion of the study had been pushed back so the compensation portion of the study could be completed. She continued that they were tasked with the questions of whether any changes should be recommended to the organizational structure and if the city was appropriately staffed. In addition they looked at and have recommendations on how to utilize staff in the most cost-effective and efficient manner.

Antonsen then reviewed the report including the methodology used and general findings and also explained the market survey comparisons for each department.

Recommendations resulting from the study are as follows:

1. Due to configuration of City Hall and in order to facilitate productivity of support staff, the position of Office Assistant/Receptionist should remain on the main floor with the Administrative Assistant moving to the upper level.
2. The Deputy Clerk position should be changed to Deputy Treasurer to be more consistent with duties performed. This position's main responsibility would be accounts payable and payroll. Duties relative to insurance, employee records, and benefits administration would be transferred to the Administrative Assistant.
3. Police Secretary would no longer take and dispatch calls which would go directly to Stearns County for dispatch. Current position would be a Police Administrative Assistant. In the future the City may revise the existing Sergeant position to a true

"supervisory" position. The City may want to consider an additional Officer position in the future as service demands.

4. The structure of the Public Works Department should be changed to downsize the number of senior level employees. The Department should include one Public Works Director, two foremen; one for Streets/Airport and one for Parks/Arena, with the balance being maintenance workers to work in any department as needed and assigned. In addition, the existing custodian should become a Building and Grounds Maintenance person with responsibility for additional city buildings including the library and senior center. This would then impact the part-time custodial positions at both those locations.

5. The report also states the City may want to explore the option of eliminating the senior center as a city function and turn it over to the control of the Senior Board.

Mayor Kirckof stated this report says that we have enough staff and that we will be fully staffed when Karen's position is filled. He also confirmed that with some restructuring that we will be able to limit Deb's hours and use her as needed rather than on a regular basis.

There was discussion on the Public Works Department and how that restructuring would take place to reduce the number of senior level employees. Council Member Thomas asked if new pay grades would be assigned to the new descriptions. Yes.

Council Member Coenen stated that he would think for safety he would prefer to keep two employees downstairs, that it is already set up that way and they compliment each other.

Antonsen also explained that changes to the Organizational Structure are a management right under the Union Contract. However, there will need to be negotiation of wages for new positions created.

4. ADJOURNMENT

A motion was made by Council Member Thomas and seconded by Council Member Johnson to adjourn the meeting. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 5:10 p.m.

Respectfully Submitted,

Mayor Brad A. Kirckof

City Administrator/Clerk Vicki Willer