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CITY OF GILBERT
MINUTES OF CITY COUNCIL WORK SESSION MEETING
MONDAY, JULY 30, 2018
GILBERT CITY HALL

Mayor Pro Tem Robich called the Work Session to order at 4:32 pm

Present: Councilors Pontinen, Pulles and Ouke.

Absent: Mayor Milos absent with notice.

Staff Present: Economic Development Administrator Paulsen and Administrative Assistant/Utility Billing Clerk Bennett.

Can Collection Bins: Discussion. Eye sore on the main street. City of Gilbert doesn't own or maintain the can bins. One bin is owned by the Third of July Committee the other is owned by Contented Critters.

Discussion. Not mobile units. Logistics of moving the bins. Jim Truman plans to rebuild bin. Moving the bins to the Recycling Center would collect more cans. Taking on liability by moving. Not the City's responsibility to move. Time it would take to move or rebuild bins. Will wait to see what Mayor Milos found out about the recycling bins.

Staffing of City Hall: Discussion. Paulsen worked alone in the office for an afternoon, very busy. Unable to work on projects without constant distractions. Significant phone and walk in traffic. Adding staff would be beneficial. Referenced Deputy Clerk/Treasurer job description. Cross training. Checks and balances. Cutting positions too far, lose efficiencies. Councilor Robich, Intent wasn't to run the office with two people.

Discussed variety of staffing options.

Discussed bringing in an accounting firm. Fort and Company, able for 8 hours a month for 3-4 months. An accounting firm costs \$100/hour. Hours needed depends on the City's expectations.

Lautigar has covered the office. Need a third person in the office.

Would be hiring for a non-union position, need cross training. Can discuss with the union.

Discussion. Councilor Robich, option to change the charter to make the Clerk an elected position. Councilor Ouke, questioned having to retrain on a regular basis. Councilor Robich, Fayal uses this structure. Pros, passion and energy to do the job well. Cons, retraining if not reelected. Councilor Pulles, discussed length of term.

Discussion of Deputy Clerk position as part time. The state requires a Clerk. Could be 30 hours.

Discussion. Option to outsource accounting.

Councilor Pontinen potential issues with an elected Clerk. Councilor Robich, could issues either way.

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Discussion of creating a part time or full time position. Outsourcing accounting firm verses not outsourcing an accounting firm.

Paulsen compared Biwabik, Chisholm, Hoyt Lakes and Aurora's structure of administration. State statute allows every city to appoint a Deputy Clerk. Councilor Pontinen questioned union verses non-union of the different cities.

Councilor Robich questioned urgency. Several months before the position is filled. Look at temporary option in the meantime.

Paulsen, Fort & Company would be able to assist. Review state taxes, federal taxes and payroll. Greg Knutson, unable to assist, due to the audit.

Paulsen contacted Always There Staffing and Man Power, no one is readily available. 3% unemployment. Will work with the City, come up with an ad, and work on a temporary to hire. The Work Force Center had no one available.

Front counter is busy during utility billing time. Discussed coverage.

Discussed coverage and job duties. Administrative Assistant/Utility Billing Clerk cannot overlap with the duties of the Clerk.

Councilor Robich, option to grant temporary closure of the office on short notice if needed.

Discussed temporarily reducing office hours due to short staffing. Option of reducing the office hours by 30 minutes on each end of the day. Traffic depends on the day and the time of the month. Moving lunch. Suggested 9:30 am - 4 pm. Advertise change of office hours. Base office hours on traffic.

Discussed office routine.

Discussed how customers typically pay their utility bills. Majority pay with checks. Online payment. Utility payment box. Suggested adding another payment box inside of City Hall.

Discussion of the Deputy Clerk position, emphasis on accounting, focus of processing accounts payable. Will be cross trained, would be a non-union position.

Discussion. Hours for the Deputy Clerk position. Hourly or salaried position. Personnel policy book, part time employee or full time employee.

Insurance benefit discussion.

Discussion. Looking for long term stability. Length of contract. Confidential employees. What makes a confidential employee? Scheduling. Break into two part time positions. One position specific to accounting, the other more generalized. Employee productivity. Employee benefit package for the

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two part time employees. Paulsen and Bennett will bring recommendations. Paulsen will prepare job descriptions. Candidate pool.

Councilor Pontinen discussed having Administrator Paulsen take over some of the Public Works Director's duties. Lautigar would go down to part time Public Works Director and lay off one Public Works employee. Discussion of Public Works being overstaffed. Look at the budget.

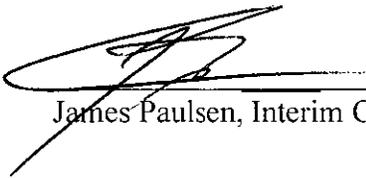
Union discussion, what is allowed? Councilor Robich, over simplifying process. Councilor Ouke suggested a time study. Councilor Pontinen, previous mechanic ran equipment, current mechanic doesn't run equipment. Hire part time mechanic. Councilor Pontinen, able to eliminate position. Councilor Ouke, Lautigar runs equipment. Councilor Pontinen, Paulsen can schedule the Public Works Staff. Paulsen, depends on City Hall positions. Councilor Pontinen, Paulsen can make a schedule, post and check on it. Paulsen, feasible. Councilor Pontinen, Sakrison didn't do anything with Public Works. Need to restructure. Councilor Ouke, takes time. Councilor Pontinen, City employees have it made with their benefit package, amount of work and wages.

Councilor Robich looks forward to City Hall recommendations.

Councilor Pontinen, questioned Paulsen's job description with all of the new responsibilities. Doesn't think economic development is realistic in Gilbert. Councilor Robich disagrees. The Council will need to adjust Paulsen's job description. Can work on remaining structure when additional staff is hired for City Hall.

Special Meeting scheduled for Friday August 3, 2018 at 3:15 pm to discuss changing the office hours of City Hall due to short staffing.

Work Session Meeting adjourned at 6:03 pm.


James Paulsen, Interim City Clerk

ATTEST:



Mayor Pro Tem, Rebecca Robich