

**APPROVED MINUTES
CITY COUNCIL
SPECIAL MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 24, 2018
6:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for October 24, 2018 to order at 6:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming City Council were present: Councilmembers Lisa Iverson, Linda Nanko/Yeager, Joe Zerwas, Don Waller, and Claire Luger

ABSENT: None

Also Present: Robb Linwood, City Administrator and Deputy Clerk Krinkie

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

NEW BUSINESS

1. To consider resignation of Diane Krinkie, Deputy Clerk/Administrative Assistant

City Administrator Linwood – Stated that on October 17, 2018, he received Diane Krinkie's notice of resignation for her retirement. He stated that she will be greatly missed in the City. He expressed his appreciation for her dedication and noted that she has always been willing to take on anything that has been asked of her.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE RETIREMENT RESIGNATION OF DIANE KRINKIE, DEPUTY CLERK/ADMINISTRATIVE ASSISTANT

Voting Aye: Waller, Nanko/Yeager, Luger, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: None

Mayor Iverson – Stated that she would like it noted for the record that this motion passed, but not with happy hearts.

2. To consider approval of the job description for the Deputy Clerk position and authorizing the Wyoming Administration Department to proceed with advertisement and a selection process to establish an eligibility list to fill the Deputy Clerk Position

City Administrator Linwood – Noted that he had presented a job description that had a few redundancies that were removed. He stated that the Deputy Clerk position is very important within the City. He read aloud a portion of the duties listed in the job description.

Council Member Waller – Asked what this position would fall under for class or grade system for pay.

City Administrator Linwood – Reviewed the Springsted scoring system and noted that the range would be \$27.79 to \$33.78.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE JOB DESCRIPTION FOR THE DEPUTY CLERK POSITION AND AUTHORIZE THE WYOMING ADMINISTRATION DEPARTMENT TO PROCEED WITH ADVERTISEMENT AND A SELECTION PROCESS TO ESTABLISH AN ELIGIBILITY LIST TO FILL THE DEPUTY CLERK POSITION.

Voting Aye: Waller, Nanko/Yeager, Luger, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: None

3. To discuss the administrative office staffing for the remainder of 2018

City Administrator Linwood –Allison Steenblock is currently working out at the Police Department in the crime analyst position at 24 hours a week on average. Staff would like to try to utilize Ms. Steenblock at the administrative office 1 day a week for 5 hours a day as Diane tries to wrap up some of her duties with answering phones, accepting and receipting utility bills and assessment payments for the 2018 Street Assessment Roll. He noted that by having Ms. Steenblock stay below 30 hours would keep the position ineligible for benefits. Staff would request that she work 1 day a week at 5 hours a day until the end of 2018.

Mayor Iverson – Confirmed that there is money in the budget for that position.

City Administrator Linwood – Stated that this was correct and there is about \$9,000 left of what was budgeted for the part-time position.

Council Member Nanko/Yeager – Stated that the part-time up-front position was eliminated because the City didn't need it and asked why the City now needed another part-time person coming in.

Council Member Waller – He stated that he understood the reasoning for eliminating the position before the probationary period ended, but thinks the City could have also just dismissed that individual during the probationary period.

City Administrator Linwood – Stated administrative staffing levels are extremely low compared to similar cities, the support Allison could provide would be to do "duties as assigned". He asked council to put a sunset date on it of December 31, 2018. Noted that a key point to the council's discussion about eliminating the position was that the position would be replaced with a request for a new, full-time position in the 2019 budget.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER IVERSON, TO APPROVE ALLISON STEENBLOCK FOR 5 HOURS A WEEK TO HELP OUT CITY STAFF AND DIANE KRINKIE FOR DUTIES, AS ASSIGNED, ENDING ON OR BEFORE DECEMBER 31, 2018.

Voting Aye: Luger, Zerwas, Iverson

Voting Nay: Nanko/Yeager and Waller

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE OCTOBER 24, 2018 "SPECIAL MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL AT 6:14 PM

Voting Aye: Waller, Nanko/Yeager, Luger, Zerwas, Iverson

Voting Nay: None

Abstain: None

Absent: None

A portion of this public meeting may be closed to discuss “Labor Negotiation Strategies”; “Misconduct allegations or charges”; “Attorney-client privilege”; or “Performance evaluations” as per MN State Statute 13D.01-.05.

NEXT REGULAR MEETING:
NOVEMBER 7, 2018
7:00PM