

Pursuant to due call and notice thereof, the Special Meeting of the Crosby City Council was held on Thursday, June 4, 2020 at 5:30 P.M. at City Hall.

**Members Present:** Mayor Novak, Council Members Prushek, Wolfe, Traylor and Cash

**Members Absent:** None

**Staff Present:** Lisa Sova, Administrator Clerk-Treasurer; Deb Marty, Deputy Clerk; Andrew Rooney, Police Chief

**1. Call Special Meeting to Order**

Mayor Novak Called the Meeting of the Crosby City Council to order at 5:30 P.M.

**2. Pledge of Allegiance**

Mayor Novak led with the Pledge of Allegiance.

**3. Discuss Administrative services and appoint personnel to fulfill duties of the City Administrator**

Mayor Novak stated the Interim City Administrator Jim Thoreen has given his notice of resignation. The Personnel Committee's plan is to appoint current employees to fulfill the duties of the City Administrator Clerk-Treasurer position rather than attempt to hire another Interim City Administrator. The Interim City Administrator position has been appointed to Steve Karels who will maintain his Public Works Director position. Shane Taylor has been appointed as Interim Assistant Working Foreman and Deb Marty has been appointed as Interim Clerk/Treasurer. Mayor Novak stated they will all receive a pay increase and using current employees to fulfill the former Administrator Clerk-Treasurer duties in the interim will cost the City approximately \$7,500 as compared to over \$18,000 which would have been paid to Mr. Thoreen for the three-month period.

Member Wolfe added the compensation package for Mr. Thoreen also included a housing and mileage allowance bringing his total compensation to over \$7,000 per month.

Member Cash inquired if the City could hire a temporary employee to use in the office to which Administrator Sova replied, it has not worked in the past due to the specialized type of work. She added a memorandum of understanding will need to be written up by City Attorney Langel for the increase in pay for Mr. Taylor due to the union contract language.

Member Traylor inquired if all three of the individuals were in agreement with this arrangement.

Ms. Marty stated she was approached by Administrator Sova before the meeting and asked how she felt about extra accounting duties to which Ms. Marty replied, she is not an accountant. Ms. Marty anticipates with the additional job duties there

will be a need to work extra hours and is requesting to be paid an over time rate of pay for anything over 8 hours per day as was the case before the new Personnel Policy was approved in April 2020.

Mayor Novak stated he would like to make this plan work and requested Administrator Sova and City Attorney Langel put together a memorandum of understanding to compensate Ms. Marty for overtime pay when there is a need to work over 8 hours a day.

Member Wolfe stated it will be a benefit to have current employees help with the additional duties since they are already familiar with the City and its functions.


**MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER TRAYLOR TO APPROVE STEVE KARELS AS INTERIM CITY ADMINISTRATOR WHILE MAINTAINING HIS CURRENT PUBLIC WORKS DIRECTOR TITLE, SHANE TAYLOR AS INTERIM ASSISTANT WORKING- FOREMAN WITH A MEMORANDUM OF UNDERSTANDING PREPARED FOR THE TEAMSTERS UNION BY CITY ATTORNEY LANGEL AND DEB MARTY AS INTERIM CLERK/TREASURER WITH A MEMORANDUM OF UNDERSTANDING PREPARED BY CITY ATTORNEY LANGEL RELATING TO OVER TIME PAY, ALL TO BE COMPENSATED ADDITIONAL WAGES FOR APPROXIMATELY A 3 MONTH TIME PERIOD BEGINNING ON JUNE 8, 2020. A ROLL CALL VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE AND MEMBER TRAYLOR. THOSE VOTING NAY: NONE. MOTION CARRIED.**

Mayor Novak asked for discussion as to whether Mr. Thoreen's assistance will be needed any further. Council discussion ensued and the consensus was to direct Administrator Sova and Public Works Director Karels make this decision.

#### 4. Adjournment

**MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER CASH TO ADJOURN AT 6:03 P.M.**

**A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE AND MEMBER TRAYLOR. THOSE VOTING NAY: NONE. MOTION CARRIED.**

  
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Bob Novak, Mayor

  
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Deb Marty, Deputy Clerk