

City of Crosby
Council Agenda
Monday, December 16, 2024
12:00 PM Special Meeting

- 1. Call Special Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Approval of the Agenda**
- 4. New Business**
 - A. Consider approval of employee separation agreement – Interim City Administrator Chanski
 - B. Consider approval of temporary accounting assistance – Interim City Administrator Chanski
 - C. Discussion on Working Foreman position – Personnel Committee
 - D. Consider authorizing Personnel Committee to conduct performance reviews – Personnel Committee
 - E. Consider appointment of councilmember to the Serpent Lake Sewer District Board – Mayor Cash
- 5. Adjournment**

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12.16.2024	DEPARTMENT: Administrator
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APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider Employee Separation Agreement

BACKGROUND: Per the direction give to Interim City Administrator Chanski and the City Attorney, Deputy Clerk Deb Marty was presented with a separation agreement that provided her with a resignation date effective December 20, 2024 and the payout of 100% of her accrued vacation, 100% of her accrued compensatory time, and 50% of her accrued sick leave all as of December 9. She would remain on paid administrative leave until December 20 and will not conduct any further business on behalf of the City of Crosby. In return, Ms. Marty agrees to waive all potential claims against the City.

Upon consideration, Ms. Marty has signed the separation agreement.

OBJECTIVE:

STAFF RECOMMENDATIONS: Approve the separation agreement with Deputy Clerk Deb Marty

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Approve the attached separation agreement.

ATTACHMENT: Separation Agreement with Deputy Clerk Deb Marty

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 12.16.2024

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider approval of temporary accounting assistance

BACKGROUND: With the vacancy in the Deputy Clerk position, the City is in need of temporary accounting assistance. While there is bandwidth within administration to execute approximately 90% of the tasks associated with payroll and accounts payable, staff does not have the accounting experience to review and make journal entries, produce monthly financial statements, conduct bank reconciliations, closeout fiscal year 2024 and begin fiscal year 2025, and adequately prepare for the 2024 audit.

There are essentially two firms that have the ability to step in and assist the City with essentially no training and are familiar with the City's finance software. They are CliftonLarsonAllen (CLA) and Abdo. Unfortunately, CLA cannot assist the City as they serve as the City's auditor, which would be a conflict of interest. This leaves Abdo. Both Interim City Administrator Chanski and Admin Assistant Dianne Howard have worked with Abdo previously and highly recommend them. They have indicated that they have a team with the bandwidth to take on the City of Crosby and could start with short notice.

While a formal proposal could not be provided prior to this special meeting, Abdo did provide cost estimates for providing both general accounting assistance and audit prep. They estimate general accounting assistance to cost approximately \$8,000/mo with actual costs being billed on an hourly basis. For audit prep, they estimated a cost of approximately \$30,000-\$35,000.

Interim City Administrator Chanski estimates that the vacancy in the Deputy Clerk position will result in savings of approximately \$7,000/mo in 2025. Interim Administrator Chanski has also reached out to Sourcewell to see what funding is still available to the City of Crosby to help cover this cost as well.

OBJECTIVE:

STAFF RECOMMENDATIONS: Authorize Interim City Administrator Chanski to contract with Abdo for accounting assistance and audit preparation services.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Authorize Interim City Administrator Chanski to contract with Abdo for accounting assistance and audit preparation services.

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 12.16.2024

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Discussion of Working Foreman position

BACKGROUND: One internal candidate applied for the Working Foreman position, and the City did not receive any external candidates for the position. There is a concern that the internal candidate does not have the 6 years of municipal water experience that is listed as a requirement in the job description. The candidate also does not have a Class C water license (another requirement) but does have a Class D license and should be able to acquire a Class C license once he is eligible.

Interim City Administrator Chanski discussed the issue with Tim Sullivan with the City Attorney's office. He is the attorney who represented the City during the termination of James Lueck. His recommendation is that, unless the City Council truly wants to keep 6 years of municipal water experience as a requirement of the position, the job description should be changed. He did say that it would be good to maintain a minimum requirement of a Class B CDL (might even want to consider increasing it to a Class A) and the Class C water license. Since the job description states "obtain and maintain" for both of these requirements, the City would have flexibility to hire someone without those licensures as long as they are acquired (and the City should cover the associated costs) within a time frame set by the City Council. If the selected individual does not obtain them, he/she would be subject to termination.

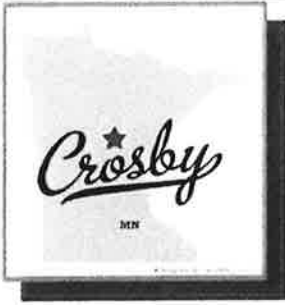
OBJECTIVE:

STAFF RECOMMENDATIONS: Amend the Working Foreman job description to remove the municipal water experience requirement, and interview the internal candidate for the Working Foreman position.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Amend the Working Foreman job description to remove the municipal water experience requirement, and interview the internal candidate for the Working Foreman position

ATTACHMENTS: Working Foreman Job Description



Department: Public Works
Reports To: City Administrator
Supervisory Duties: Supervises Drivers, Mechanic, Water Operator, Drivers, Laborer and seasonal employees.
Last Updated: August 13, 2018

Position Details

This position is responsible for all Public Works activities that includes streets, parks, cemetery, water, sewer, storm drain utilities and city owned buildings. In addition, the position will be responsible to supervise Public Works employees and provide work assignment and direction to both full-time and part-time employees and responds to infrastructure emergencies as needed. This position must be able to operate all equipment of Public Works.

Department Head

- Exhibits respectful and cooperative relationships with co-workers, City management, City Council, general public and City consultants and contractors in an effort to help establish, maintain and enhance Crosby's reputation.
- Establish a team environment that encourages open communication and empowers staff to take ownership in position and organization in a manner that supports the vision and direction of the City and enhances employee satisfaction.

Supervise Full- and Part-Time Employees and Seasonal Employees

- Reviews work, administers discipline and rewards, coordinates training, schedules, and manages personnel records.
- Manage scheduling and payroll timekeeping.
- Responds to calls for service.
- Delegates work assignments and prepares staff scheduling.
- Provides training opportunities and development of staff.
- Supervises staff and conducts performance evaluations.
- Ensures OSHA regulations and training requirements are compliant for equipment, buildings, and staff.

Street Operations

- Performs activities related to street and facility maintenance.
- Carries out the general operations of the City streets, and public right-of-ways.
- Performs manual tasks related to repair and maintenance of City streets such as blacktop patching, concrete patching and repair, repairing and replacing traffic signs, culvert repair and painting pavement markings.
- Prepares trucks, equipment and materials needed for snow/ice removal and calculate the correct amount of material needed.
- Performs snow/ice removal activities.
- Paints crosswalks and handicap parking.

Parks, Cemetery and Building Maintenance

- Carries out the general operations of the cemetery and parks.

- Conducts inspections and perform maintenance and improvements to assure facilities are safe, operational and have a neat appearance.
- Assist in the maintenance and improvements to the City's park system to ensure that all parks are well maintained for the safety of the public and protection of City assets.
- Conduct inspections and perform maintenance and improvements to assure facilities are safe, operational and have a neat appearance.
- Assist in the implementation of projects in the Parks Capital Improvement Plan.
- Perform assorted manual tasks as part of parks/grounds maintenance including mowing, weed whipping, beach maintenance, painting, tree trimming and equipment repair.
- Responsible for maintaining maintenance on city facilities that may include changing furnace filters, ordering cleaning supplies.

Maintenance and Operation of Vehicle Equipment

- Operate various trucks, plow truck, occasionally uses weed whip and painter and intermittently uses Jetter, Chain Saw, Pole Saw, Mower, Portable Air Hammer, Crack Sealing Machine, Boom Truck, Trackless and rarely uses the Bobcat.

Water and Sewer Operations

- Assist in operation, maintenance and improvements to water treatment plant and wastewater collection system.
- Review federal and state laws, regulations and codes related to water treatment plan and wastewater collection to ensure the City maintains compliance; complete all required testing and reporting functions; maintain all required records.
- Perform lab tests as required to monitor effectiveness of the treatment process.
- Perform general labor tasks including repair and maintenance of pumps, motors, meters and hydrants; monitor and clean lift stations, jet sanitary sewer and perform other related work required for the operation of the municipal water distribution and sewer collection systems.
- Performs utility locates.
- May need to be on-call to respond to infrastructure and building emergencies that might arise, including those involving City utilities.
- Serves as on-call for water treatment plant, storm water and water breaks.

Customer Service

- Follow up on complaints and other matters of public interest related to the City infrastructure, services and maintenance.
- Deals courteously, effectively and tactfully with the public.

While these duties are the primary focus of the position, we believe strongly in teamwork, and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities

- Participates in setting policies and goals for the department and organizational operation with top management guidance.
- Considerable analytical ability is needed to select, evaluate, and interpret data from several sources.
- Ability to use detailed guidelines and procedures to make decisions or determine actions.
- Regular contact with department and period contacts with public and outside agencies to relay basic information or facts.
- Considerable knowledge of water plant operations.

- Considerable knowledge of general equipment maintenance and repair techniques.
- Considerable knowledge of the practices, procedures, equipment and materials used in Public Works maintenance and construction work, including snow plowing.
- Considerable knowledge of safe operation, maintenance, servicing and repair of various vehicles and the ability to operate equipment in a skillful manner.
- Considerable knowledge of the organization and functions of City government.
- Considerable mechanical ability to operate telephone, computer, calculator and copy machine.
- Ability to understand and follow oral and written instructions.
- Ability to collaborate and implement effective customer service by maintaining a positive and effective relationship with other City departments, Council, commissions, contractors, engineers, residents and staff via in-person, phone or email on a regular basis.
- Ability to physically move about all areas of City properties to carry out duties.
- Ability to prepare and submit required reports to various agencies and other City staff.
- Ability to assist in all emergencies related to Public Works.
- Attends relevant workshops, meetings and training seminars.

Education

Requires specialized training and six years of experience in public water service.

Requirements

- Possess basic computers skills.

Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Class B CDL
- Water Operator License C&D

Physical and Mental Requirements

Positions in this job typically require frequent sitting, stepping, bending, kneeling and squatting. This position must be able to frequently carry up to 25 pounds, and occasionally 60 pounds. This position is exposed to repetitive movement and driving. This position is exposed frequently to driving, wet conditions, exposure to moving mechanical parts and equipment. Some work requires arms above shoulders and climbing. This type of work entails considerable mental effort and stress with over 40% of the time of a typical workweek spent working with moderate detail and ability to frequently meet moderate deadlines.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

Most work is performed in an outside, throughout the community and rarely in an office environment. Work includes continuous use of a personal or City equipment and vehicles. Occasional exposure to annoying odors. There is frequent exposure to hostile, aggressive or violent behavior by members of the public.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All City Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Crosby in a professional manner to the public, outside contacts, and constituencies.

CITY OF CROSBY

REQUEST FOR COUNCIL ACTION

DATE: 12.16.2024

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider authorizing Personnel Committee to conduct performance reviews

BACKGROUND: Former City Administrator Matthew Hill was not able to conduct performance reviews prior to his departure. However, he did provide write-ups on each employee under his review. Interim City Administrator Chanski and the Personnel Committee are requesting authorization to use Matthew's write-ups as a basis for conducting performance reviews with the employees currently under the review of the City Administrator. Interim Administrator Chanski would not be able to conduct them himself as he wasn't employed by the City for the majority of the review period.

OBJECTIVE:

STAFF RECOMMENDATIONS: Authorize Interim City Administrator Chanski to conduct performance reviews with the assistance of the Personnel Committee.

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Authorize Interim City Administrator Chanski to conduct performance reviews with the assistance of the Personnel Committee.

ATTACHMENTS:

CITY OF CROSBY
REQUEST FOR COUNCIL ACTION

DATE: 12.16.2024

DEPARTMENT: Administrator

APPROVAL REQUIRED: Simple Majority of Council

ITEM DESCRIPTION: Consider appointment of councilmember to the Serpent Lake Sewer District Board

BACKGROUND: Councilmember Jim Traylor's term on the Serpent Lake Sewer District Board concludes on December 31st, so he will either need to be reappointed or a new councilmember appointed be the City's representative on the Board. Mayor Cash has nominated Councilmember Traylor to be reappointed to the Board.

OBJECTIVE:

STAFF RECOMMENDATIONS:

BUDGET IMPLICATIONS:

COUNCIL ACTION REQUESTED: Reappoint Councilmember Jim Traylor to the Serpent Lake Sewer District Board.

ATTACHMENTS: