

WATERVILLE CITY COUNCIL
SPECIAL COUNCIL MEETING
December 18, 2017, 6:30 p.m.

There was a special meeting of the Waterville City Council held in Council Chambers at 6:30 p.m. to discuss part-time employee hire recommendation, employee resignation, job description approval, advertisement authorization and part-time Wastewater and Water Operator.

Present: Grobe, McIntyre, Smith and Mayor Schmidtke

Absent: Wollin

Also Present: Administrator/Clerk Teresa Hill and Kris Swanson of Bolton & Menk

Also Absent: None

1. Call to Order. Mayor Schmidtke called the meeting to order at 6:30 p.m., noting that all Council members were present except Dave Wollin. Also present Teresa Hill Administrator/Clerk, and Kris Swanson of Bolton & Menk. Pledge of Allegiance was recited.

2. Approval of Agenda. Mayor Schmidtke said there is one change on the agenda and that is removing item 3B and replace that with interim public works supervisor Alan Hiller with an increase of \$1.50 per hour. Motion by Smith seconded by Grobe to approve the agenda with the change Mayor Schmidtke mentioned about 3B. Unanimous vote. Motion carried.

3. New Business.

A. Part-time Employee Hire Recommendation. Ms. Hill said this is for formal ratification of the part-time public works worker Mark Pittman at \$16.50 per hour. The HR Committee recommended that Mr. Pittman be hired. Motion by McIntyre, seconded by Smith to approve the recommendation of the HR Committee to hire Mark Pittman at \$16.50 an hour part-time for public works. Unanimous vote. Motion carried.

B. Employee Interim Public Works Supervisor. Ms. Hill said that Mark Krenik our public works supervisor notified her on Wednesday that he will not be accepting the position here in Waterville. We are lacking a public works supervisor starting December 26th, 2017. Ms. Hill said the recommendation is to offer the position to Alan Hiller as an interim position with an additional \$1.50 per hour. This would be until the position is filled. Ms. Grobe asked if that has to be a public works supervisor now or could it be another public works employee. Ms. Hill said that is something that the HR Committee will have to discuss. Motion by Grobe, seconded by Schmidtke to recommend to assign Alan Hiller as the public works supervisor as an interim with an increase of \$1.50 per hour. Voting for: Smith, Grobe, Schmidtke; Voting against: McIntyre. Motion carried.

C. Job Description approval. Ms. Hill said she drafted a job description for a Public Works Level 3 which is mainly a street supervisor or a street worker. She did receive some feedback from the HR Committee thinking that there needs to be a few adjustments on it. She suggested that this matter be tabled at this time. We do need to have formalized job descriptions and we are in the process of working to get those established. Motion by Smith, seconded by McIntyre that we table the job description for Public Works Level 3 until Ms. Hill comes back with a final recommendation. Unanimous vote. Motion carried.

D. Advertisement Authorization. Ms. Hill said this was linked to the employee resignation and the HR Committee will handle this for Council if that is fine.

E. Part-Time Wastewater and Water Operator. Ms. Hill said with our search Mr. Peach in the beginning said he would be willing to help out with keeping his license at the wastewater plant. We had it covered and we are now back to not having a licensed operator for our plant. Ms. Hill contacted Mr. Peach and asked if he was still interested in doing that, he was and has submitted a proposal for Council that would meet the requirements that we would have to have for someone to check the plants and make sure that the licensure stay active and we are in compliance with the MPCA. Ms. Hill suggested this position be a part-time as needed basis until we find a B operator for our plant. This would become effective December 26th until the position is filled. Motion by McIntyre, seconded by Smith that we partner with Clinton Peach for the interim time until we find a Class B operator. Unanimous vote. Motion carried.

4. Adjourn. Motion by McIntyre, seconded by Schmidtke to adjourn. Unanimous vote. Motion carried. Meeting adjourned 6:50 p.m.

Alan Schmidtke, Mayor

Teresa Hill, Administrator/Clerk