

increase which will take affect in late July will likely result in adjustment to the City's pay scale. Rapp distributed information from the Minot pay scale comparing it to Dickinson's rates.

Kussy stated employees feel no credit is being given for the skill their positions require for equipment operation. The thought is they are glorified laborers. Sund stated the positions are classified as to the level of decision making in the organization, which is operational or the B band within the Fox, Lawson and Associates DBM Structure. Sund stated most employees are in this band.

Kolling questioned if Fox, Lawson and Associates was still working for the City or if a new study needs to be completed. Sund stated he believes there is no support by the City Commission to complete another study. Discussion continued regarding the market continually changing and the need to stay competitive with the market, which will need to be addressed through the budgeting process.

Kilen brought the discussion back to the need to decide on reclassification/restructure and that it needs to go from "needs to happen" to happening". Kilen questioned if each of the departments affected "mirror" each other. Sund stated they do to an extent. He explained Water Utilities has two head positions, which are technical positions. Kussy stated the reclassification was on the table prior to the Head Water Utilities Specialist position being written. Kussy reminded the Commission the reclassifications were submitted over a year ago. Kussy stated he supports the reclassification/restructure stating if something isn't done he's going to lose employees.

Upon request Sund drew a visual aide on the white board to show how the departments look now and how they would look with a restructure of the departments not using the head position. Sund stated the structure would create kind of a broadband approach. Kussy stated it would add an additional level of pay. Discussion continued as to the way the department would or could be structured and whether or not it would create compression of the scale. Rapp stated the Assistant position is written as a foreman position, but he would like to see it changed to include administrative responsibilities which would move it to a salaried position.

Kolling questioned the request before the Commission and if it was a reclassification or restructure. Cianni stated at the last meeting the direction of the comments were to consider a restructure of the department, which would take away the reclassifications. Cianni stated the item was placed on the agenda as a combination based on discussion at the last meeting, but the issue is to approve or deny the reclassification or from prior discussion to restructure the department.

Discussion turned to the ability to use or manage the Fox, Lawson and Associates System (System). Kolling stated the City purchased the System but has not invested in the maintenance. Kolling went on to compare the System to the purchase of a piece of equipment and how if it's not maintained it's difficult to make repairs after such a long time without any. Kilen questioned if the City had a quote of what it would cost to confirm the equity of the System. Sund indicated no but believed the cost would be between \$10,000 and \$15,000. Bren agreed the System may not be equitable after eight

years without annual maintenance. Sund stated positions were redlined when the System was first implemented and that this could happen again if reclassifications are approved that place positions above market.

Kilen stated she supports having the System reviewed to keep things moving with the reclassification. Kilen stated by not making a decision its telling the employees Civil Service isn't interested. Discussion continued with the need to have maintenance on the System or the need to complete a request for proposals for a compensation study.

The Commission expressed sympathy to the affected employees, but approving the request would cause a ripple effect throughout the System. Kilen reiterated the need to take action today.

MOTION BY: Cal Kolling SECONDED BY: Erv Bren

We feel we must table the reclassification requests at this time. These requests have ramifications that go beyond job titles that will affect the entire plan, so we encourage a new investment in the compensation plan which may mean revisiting with our current provider or asking for requests for proposals on a compensation plan to better serve the City's needs.

DISPOSITION: Motion carried unanimously.

C. Approval of Senior Equipment Mechanic Job Description and Reclassification

Sund stated with this position the City needs to look at adding the sub-grades to the job description to signify the technicality of the position which would allow for the reclassification of the position to a B24. Kolling questioned if administration was in support of the reclassification. Sund stated he is. Kolling also questioned if the position could be reclassified with the tabling of the Public Works Specialist and the Senior Public Works Specialist. Kussy felt it would be okay as this position is a stand alone position. Rapp agreed stating he felt the position was misclassified originally.

Kilen asked that staff include the sub-grades for each of the essential duties and place the item on the July agenda for final approval.

D. Approval of Property Appraiser Technician Job Description

Cianni stated the job description was not approved at a previous meeting as there was a discrepancy with the grading of the essential duties and the overall rating of the position. Cianni stated through staff research the overall position rating of A13 for the job description is correct. The position was originally rated a B23, however with the creation of the Property Appraiser position this position was downgraded to an A13, however the ratings of the essential duties were not corrected.

MOTION BY: Cal Kolling SECONDED BY: Erv Bren

To approve the Property Appraiser Technician job description updates.

DISPOSITION: Motion carried unanimously.

E. Approval of Library Director Job Description

Cianni stated the Library Director job description was pulled from a previous meeting to clarify the licensing requirements. Cianni stated Cheryl Tollefson requested to remove

the teaching certificate with library certification to “Desired Certifications” as is written in the Librarian position. Sund stated the Librarian position currently states it is desired to have a ND Library Media Certification LM 02, but Tollefson is requesting the certification number to be LM 03. Sund stated he learned from Library staff the certification number was updated in the fall of 2006 and should be LM 03.

MOTION BY: Erv Bren SECONDED BY: Cal Kolling
To approve the Library Director job description updates to include removing the teaching certificate with library certification in the licensing requirements section and creating a desired certifications section to state ND Library Media Certification LM 03 and to approve amending the Librarian job description desired certifications section to state ND Library Media Certification LM 03.
DISPOSITION: Motion carried unanimously.

F. Other

Cianni reminded the Commission the next scheduled meeting will be July 17, 2007. Cianni also stated a meeting may need to called for July 9, 2007 to approve the police officer roster.

6. ADJOURNMENT:

MOTION BY: Erv Bren SECONDED BY: Cal Kolling
To adjourn the meeting at 10:45 AM.

OFFICAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator