

**AGENDA  
OF THE WORK SESSION  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 25, 2018 – 5:00 PM**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF QUORUM:**

- 1. Legislative Update – Representatives from Coalition on MN Cities**
- 2. Request to Update Winter Seasonal/Part Time Pay Scale – Reid Huttunen**
- 3. Update on Absentee Voting for General Election – Megan Nelson**

**ADJOURN:**

**SEE THE NEXT PAGE FOR CLOSED MEETING AGENDA**

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

**AGENDA  
OF THE CLOSED MEETING  
CITY OF EAST GRAND FORKS  
TUESDAY, SEPTEMBER 25, 2018 – FOLLOWING THE WORK SESSION**

**CALL TO ORDER:**

**CALL OF ROLL:**

**DETERMINATION OF QUORUM:**

1. Consider labor negotiation strategies. This meeting is closed pursuant to MN Statute 13D.03 which allows the Council to meet in closed session to consider labor negotiation strategies and discuss and review labor negotiation proposals.

**ADJOURN:**

Upcoming Meetings:

Regular Council Meeting – Tuesday, October 2, 2018 – 5:00 PM – Council Chambers  
Closed Council Meeting – Tuesday, October 2, 2018 – Following the Council Meeting – Training Room  
Work Session – Tuesday, October 9, 2018 – 5:00 PM – Training Room  
Regular Council Meeting – Tuesday, October 16, 2018 – 5:00 PM – Council Chambers

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

# Request for Council Action

Date: 9/25/2018

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Chad Grassel, Council members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.

Cc: File

From: Reid Huttunen

RE: Request to update Winter Seasonal/PT Pay Scale

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**Background:**

The Winter Seasonal Pay Scale was last updated in 2015, when the Minimum Wage in MN was \$9.00 an hour. We updated our Summer seasonal pay scale in April, but left the winter positions off at the time, to compare what other communities in our area are paying.

I have enclosed a proposed update to the Seasonal/Part Time Pay Scale, which follows the same pay scale as summer employees for the remainder of 2018, and includes an increase to reflect the minimum wage increase in 2019.

The general rules of pay difference between each grade and each step follow that of the Cities Fulltime pay scale. The proposed update starts with positions at minimum wage, and includes a 5.5% increase between each grade, and a 2% increase for returning employees between each step.

I have also enclosed a proposed pay scale, to be effective January 1<sup>st</sup>, with the minimum wage increase to \$9.86 an hour. The proposed winter pay scale keeps our pay rates in line with what communities in our area are paying their employees.

**Budget Impact:**

In review of what the new pay scale would look like for this winter, through Dec. 31<sup>st</sup> and the updated pay scale to match minimum wage increases beginning Jan. 1 2019.

**Recommendation:**

Consider approving the updated pay scale for the remainder of 2018, and the increase in minimum wage scale in 2019.

**Enclosure:**

Proposed pay scales.

**Until December 31, 2018**

Spread Between Grades      5.5%      1.055  
 Spread Between Steps 1-7      2.0%      1.02

		<b>Step</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Grade</b>	<b>1</b>	9.65	9.84	10.04	10.24	10.45	10.65	10.87
	<b>2</b>	10.18	10.38	10.59	10.80	11.02	11.24	11.47
	<b>3</b>	10.74	10.96	11.17	11.40	11.63	11.86	12.10
	<b>4</b>	11.33	11.56	11.79	12.03	12.27	12.51	12.76
	<b>5</b>	11.95	12.19	12.44	12.69	12.94	13.20	13.46
	<b>6</b>	12.61	12.86	13.12	13.38	13.65	13.92	14.20
	<b>7</b>	13.31	13.57	13.84	14.12	14.40	14.69	14.98
	<b>8</b>	14.04	14.32	14.60	14.90	15.19	15.50	15.81
	<b>9</b>	14.81	15.11	15.41	15.72	16.03	16.35	16.68

**Winter Position's**

**Ice Arena's**

Arena Sweeper (Max 5 Steps)	1	\$9.65 to \$10.45
Arena Operator	3	\$10.74 to \$12.10
Outdoor Rink Attendent (Max 5 Steps)	1	\$9.65 to \$10.45

**Sports/Activities**

Synchro Coordinator	7	\$13.31 to \$14.98
Learn to Skate Coordinator	7	\$13.31 to \$14.98
Rec Skating Ice Guard (Max 4 Steps)	1	\$9.65 to \$10.24
Learn to Skate Instructor (Max 4 Steps)	1	\$9.65 to \$10.24
Coach I (Max 4 steps)	1	\$9.65 to \$10.24
Coach II	2	\$10.18 to \$11.47
Referee Coordinator	7	13.31 to 14.98

**2017-18 Referee Pay**

Squirt/10U & Below	\$	40.00
Peewee/12U	\$	50.00
Bantam/15U	\$	55.00
Bantam/15U Linesman	\$	55.00
Bantam/15U Referee	\$	70.00

**Effective Jan. 1, 2019 - Minimum Wage Increase to \$9.86**

Spread Between Grades      5.5%      1.055  
 Spread Between Steps 1-7      2.0%      1.02

		Step						
		1	2	3	4	5	6	7
Grade	1	9.86	10.06	10.26	10.46	10.67	10.89	11.10
	2	10.40	10.61	10.82	11.04	11.26	11.48	11.71
	3	10.97	11.19	11.42	11.65	11.88	12.12	12.36
	4	11.58	11.81	12.05	12.29	12.53	12.78	13.04
	5	12.21	12.46	12.71	12.96	13.22	13.49	13.76
	6	12.89	13.14	13.41	13.68	13.95	14.23	14.51
	7	13.60	13.87	14.14	14.43	14.72	15.01	15.31
	8	14.34	14.63	14.92	15.22	15.53	15.84	16.15
	9	15.13	15.43	15.74	16.06	16.38	16.71	17.04

<u>Winter Position's</u>	<u>Grade</u>	<u>Rate Range</u>
<b><u>Ice Arena's</u></b>		
Arena Sweeper (Max 5 Steps)	1	\$9.86 to \$10.67
Arena Operator	3	\$10.97 to \$12.36
Outdoor Rink Attendant (Max 5 Steps)	1	\$9.86 to \$10.67
<b><u>Sports/Activities</u></b>		
Synchro Coordinator	7	\$13.60 to \$15.31
Learn to Skate Coordinator	7	\$13.60 to \$15.31
Rec Skating Ice Guard (Max 4 Steps)	1	\$9.86 to \$10.46
Learn to Skate Instructor (Max 4 Steps)	1	\$9.86 to \$10.46
Coach I (Max 4 steps)	1	\$9.86 to \$10.46
Coach II	2	\$10.40 to \$11.71
Referee Coordinator	7	\$13.60 to \$15.31

<b><u>2018-19 Referee Pay</u></b>	
Squirt/10U & Below	\$ 40.00
Peewee/12U	\$ 50.00
Bantam/15U	\$ 55.00
Bantam/15U Linesman	\$ 55.00
Bantam/15U Referee	\$ 70.00

# Request for Council Action

Date: 9/20/18

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Chad Grassel, Council members Clarence Vetter, Mike Pokrzywinski, Tim Riopelle, Henry Tweten, and Marc DeMers.

Cc: File

From: Administration Office

RE: Update on Absentee Voting for General Election

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As of Friday, September 21<sup>st</sup> absentee balloting is available at City Hall in the Administration Office on the 2<sup>nd</sup> Floor in the West Wing. Residents from all five wards can come, fill out the absentee application, and receive a ballot. They will have the opportunity to vote right away or take the ballot along with an envelope home with them and mail it in to the County.

Absentee balloting is available Monday-Friday from 8am to 5pm. Starting October 30<sup>th</sup> direct balloting will be available. Direct balloting is when the voter will be able to feed their ballot into the tabulator. This is available from October 30<sup>th</sup> to November 2<sup>nd</sup> from 8am to 5pm, Saturday, November 3<sup>rd</sup> from 10am to 3pm, and again on Monday, November 5<sup>th</sup> from 8am to 5pm.

Residents can also request absentee ballots online as well as register online by visiting the MN Secretary of State's website at <https://www.sos.state.mn.us/elections-voting/>. Ballots will be mailed out the voter when the application is completed online.

Reminder the general election will be on Tuesday, November 6<sup>th</sup>. On Election Day all five polling places will be open.

Ward 1: East Grand Forks Senior Center; 538 Rhinehart Drive SE

Ward 2: City Hall, 600 DeMers Avenue NW

Ward 3: Our Savior's Lutheran Church, 1515 5th Avenue NW

Ward 4: Our Savior's Lutheran Church, 1515 5th Avenue NW

Ward 5: Good Samaritan Heritage Grove, 2122 River Rd NW