

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION MINUTES  
Monday, April 29, 2019  
6:00 p.m.  
8150 Barbara Avenue

- A. CALL TO ORDER: The City Council of Inver Grove Heights met in a Work Session on Monday, April 29<sup>th</sup>, 2019 in the Council Chambers. Mayor George Tourville called the meeting to Order at 7:30 p.m. The Pledge of Allegiance was recited.

Roll Call: present were Mayor Tourville, Council Members Bartholomew, Dietrich, Perry and Piekarski-Krech.

Staff: City Administrator Joe Lynch

1) ORGANIZATIONAL STRUCTURE AND ALIGNMENT

City Administrator Lynch gave an overview for the Council. Due to the fact that there were a number of positions currently open, the fact that the city had a number of staff acting in Interim roles and trying to look forward and do some succession planning, Lynch was presenting options for the Council to consider and discuss.

The focus of the discussion was on a combination within the administration and finance departments, a realignment of a position within the Community Development department, as well as combination of positions upon a retirement of the Public Works Director. This would realign the leadership with the other maintenance aspects of the city: parks and utilities.

Lynch gave a presentation citing current conditions along with proposed conditions and noting the differences in both staff numbers and costs. Council requested a copy of the current organizational chart so they could see what conditions and positions currently exist. Lynch indicated he would send that to them right away.

Council and Lynch continued to discuss the situation in Community Development as well as in Public Works. Both changes were dependent upon retirements and were succession plans for both. Council directed that Lynch proceed with drafting a job description for the Director of Administration position that would oversee Finance, Human Resources, I.T. and Communications. The position would be reviewed in context of the adopted compensation plan and charted accordingly. Lynch would return with this information for Council to review and consider approving. He would also draft a job description for the Finance Manager position, along with review for classification and compensation and present for review and approval.

## 2. CITY ADMINISTRATOR PERFORMANCE REVIEW

City Attorney Kuntz cited State Statute 13.05, Sub. D as the reason that the City Council would go into Closed Executive Session to discuss and review the performance of the City Administrator for 2018.

Council reviewed the performance of the City Administrator and requested a copy the blank Performance Evaluation form that was cited in the discussion, along with a request for the 2018 and 2019 Compensation Plan salary step changes. Council directed the City Administrator to advise them on the impact of the Cost of Living Adjustment, given to all other non-union staff, for the City Administrator. Council also asked to see a piece of information on the turnover for all staff at the city over the last five (5) year period.

Perry moved to adjourn at 12:05 a.m. Dietrich seconded. Ayes: all.  
Respectfully submitted,

Joe Lynch  
City Administrator