

THIEF RIVER FALLS CITY COUNCIL AGENDA

Thursday, March 30, 2023

**COUNCIL CHAMBERS
CITY HALL – 405 3RD STREET EAST
5:30 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. NEW BUSINESS**
 - 7.1. David Drown & Associates wage study recommendations, confirmation and implementation of payroll payment information and action to be taken related to October payroll retroactive date versus October 1st retroactive date.
- 8. COUNCIL BOARDS AND COMMISSIONS REPORTS - *Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.***
- 9. UPCOMING MEETINGS**
 - 9.1. City Council Meeting - April 4th at 5:30 p.m.
 - 9.2. Utilities Committee - April 10th at 7:00 a.m.
 - 9.3. Public Safety/Liquor Committee - April 10th at 4:30 p.m.
 - 9.4. Administrative Services Committee - April 11th at 4:30 p.m.

9.5. Public Works Committee - April 12th at 4:30 p.m.

9.6. City Council Meeting - April 18th at 5:30 p.m.

10. INFORMATIONAL ITEMS

11. ADJOURNMENT

City of Thief River Falls complies with the ADA. Individuals with disabilities requiring special aids should contact the City Administrator, 405 Third Street East, Thief River Falls, MN 56701, 218-681-2943, 48 hours prior to the scheduled meeting.



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 3/30/2023

SUBJECT: David Drown & Associates wage study recommendations, confirmation and implementation of payroll payment information and action to be taken related to October payroll retroactive date versus October 1st retroactive date.

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	Amend Admin Approval of MOU - MAPS
2.	Amend Admin Approval of MOUS
3.	Employee Retro Pay_001
4.	Angie Email



City of Thief River Falls

CITY ADMINISTRATOR

405 Third Street East
Thief River Falls MN 56701-0528

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aphilipp@citytrf.net
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Request for Council Action

SUBJECT: To Amend Resolution 12.287.22 Approval of 2023 Memorandum of Understanding for MAPS

RECOMMENDATION: It is respectfully requested the City Council accept the Administrative Services Committee recommendation:

MOTION: To Amend Resolution 12.287.22 Approval of 2023 Memorandum of Understanding for MAPS (Management, Administrative, Professional and Supervisory Employees) for implementation of Market Study performed by David Drown Associates for Implementation to be retroactive to the first payroll of October 2022.

BACKGROUND:

FINANCIAL CONSIDERATIONS:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator



City of Thief River Falls

CITY ADMINISTRATOR

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Request for Council Action

SUBJECT: To Amend Resolution 12.263.22 Approval of the Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator

RECOMMENDATION: It is respectfully requested the City Council accept the Administrative Services Committee recommendation:

MOTION: To Amend Resolution 12.263.22 Approval of the Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator for implementation of Market Study performed by David Drown Associates for Implementation to be retroactive to the first payroll of October 2022.

BACKGROUND:

FINANCIAL CONSIDERATIONS:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator



City of Thief River Falls, MN

Employee Pay Code History

By Department

Report Dates: 12/15/2022 to 12/15/2022

Payroll Set: 01 - Payroll Set 01

Department: 01 - Mayor and City Council

Department: 02 - Administrative Services

Department: 04 - Police Department

Department: 05 - Fire Department

Department: 07 - Public Works

Department: 61 - Liquor Department

Department: 63 - Electric Department

Department: 68 - Water Systems

Report Totals

Year: 2022

Checks: 95

Net: 181,486.88

Payroll Set Payroll Set 01

Earnings	Units	Amount
001 Reg - Regular Hourly	4,477.25	136,948.13
002 Hol - Holiday Hours	907.00	29,734.54
003 Vac - Vacation	281.75	9,465.25
004 Sick - Sick Leave Hours	258.75	8,878.93
005 Comp - Comp Time Hours Taken	75.75	2,429.88
006 OT1 - Overtime Wk1	38.75	1,911.45
006.2 OT2 - Overtime Wk2	59.50	3,030.96
007 DT1 - Doubletime Wk1	14.00	967.08
007.2 DT2 - Doubletime Wk2	2.00	128.66
008 Standby1 - Standby Pay 1	72.00	2,599.35
008.2 Standby2 - Standby Pay 2	48.00	1,621.77
009 Shift1 - Shift Pay 1	112.50	112.50
009.2 Shift2 - Shift Pay 2	123.25	123.25
011 Snow - Snow Pay	36.00	541.13
012 Night1 - Night Shift 1	215.25	344.40
012.2 Night2 - Night Shift 2	204.75	327.60
013 Leader1 - Leader Pay 1	1.00	18.00
014 Hol Ben - Holiday Benefit	117.00	3,896.96
015 Personal Leave - Personal Leave	22.50	799.72
299 PDiem - Meeting Per Diem	11.00	357.50
301 Council Sal - Mayor & Council Salary	0.00	4,475.00
302 SALARIED - MAPS Salary	317.25	14,547.21
304 SALARIED - Confidential Salary	114.00	5,207.22
Retro - Retro Pay	0.00	47,942.85
	7,509.25	276,409.34

estimate given was 40,066.00
diff of 7,876.85

Benefits		Units	Amount
Comp Earned - Comp Time Earned		100.93	0.00
		100.93	0.00
Deductions		Subject To	Employer
053 PERA EE/ER Coord - PERA EE/ER Coord		189,694.96	12,330.23
054 PERA EE/ER P&F - PERA EE/ER Police & F...		80,160.63	9,458.95
055 EE/ER DEF - PERA EE/ER DEF (Elected)		2,437.50	121.88
102 FLEX H INS EE - FLEX HEALTH INS		0.00	8,584.18
102 HEALTH INS ER - HEALTH INS ER PAID		0.00	0.00
103 ICMA - ICMA		0.00	1,835.00
105 MSRS - MSRS		0.00	0.00
105 MSRS ER - MSRS EMPLOYER PAID		0.00	0.00
107 FLEX MED - FLEX MEDICAL		0.00	958.31
108 FLEX VIS - FLEX VISION		0.00	97.90
200 HSA - HSA		0.00	364.76
200 HSA ER - HSA EMPLOYER PAID		0.00	0.00
201 VEBA ER - VEBA EMPLOYER PAID		0.00	0.00
203 LEIS - LEIS		0.00	-65.00
204 LIFE INS EE - LIFE-SUNLIFE		0.00	448.55
204 LIFE INS ER - LIFE-SUNLIFE ER PAID		0.00	0.00
207 UN320 DUES - UN320		0.00	3,538.00
208 GARNISH - GARN 2 US DEPT OF ED		0.00	0.00
512 - Excess Life Taxable		0.00	0.00
GTL - Excess Life Taxable (GTL)		0.00	0.00
		113,087.31	37,672.76
Taxes		Subject To	Employer
Federal W/H - Federal Income Tax Withholdi...		242,658.13	28,940.02
MC - Medicare		266,404.19	3,862.93
SS - Social Security		185,601.44	11,507.26
State W/H - State Income Tax Withholding		242,658.13	12,939.49
Unemployment - Unemployment		271,576.84	0.00
		15,370.19	57,249.70



City of Thief River Falls, MN

Employee Pay Code History

By Department

Report Dates: 12/29/2022 to 12/29/2022

Payroll Set: 01 - Payroll Set 01

Department: 02 - Administrative Services

Department: 04 - Police Department

Department: 05 - Fire Department

Department: 07 - Public Works

Department: 61 - Liquor Department

Department: 63 - Electric Department

Department: 68 - Water Systems

Report Totals

Year: 2022

Checks: 88

Net: 164,170.30

Payroll Set Payroll Set 01

Earnings	Units	Amount
001 Reg - Regular Hourly	5,286.25	162,406.40
002 Hol - Holiday Hours	38.00	1,117.01
003 Vac - Vacation	266.25	9,409.96
004 Sick - Sick Leave Hours	249.50	8,398.36
005 Comp - Comp Time Hours Taken	100.75	3,135.65
006 OT1 - Overtime Wk1	128.00	6,698.76
006.2 OT2 - Overtime Wk2	83.50	3,770.65
007.2 DT2 - Doubletime Wk2	4.00	249.52
008 Standby1 - Standby Pay 1	36.00	1,266.12
008.2 Standby2 - Standby Pay 2	31.00	1,025.62
009 Shift1 - Shift Pay 1	144.75	144.75
009.2 Shift2 - Shift Pay 2	301.00	301.00
011 Snow - Snow Pay	135.00	1,996.07
012 Night1 - Night Shift 1	205.25	328.40
012.2 Night2 - Night Shift 2	212.50	340.00
013.2 Leader2 - Leader Pay 2	2.00	36.00
015 Personal Leave - Personal Leave	48.00	1,505.93
302 SALARIED - MAPS Salary	437.75	20,317.48
304 SALARIED - Confidential Salary	135.50	6,184.40
Retro - Retro Pay	0.00	5,625.60
	7,845.00	234,257.68

Benefits	Units	Amount
Comp Earned - Comp Time Earned	188.68	0.00
Comp Earned 2x - Comp Earned 2x	20.00	0.00
GTL Taxable - Excess Group LifeTaxable	0.00	1,519.20

Estimate given was 5132.40
diff of 493.20

Benefits	Units	Amount	
	208.68	1,519.20	
Deductions	Subject To	Employer	Employee
053 PERA EE/ER Coord - PERA EE/ER Coord	166,425.12	12,481.91	10,817.68
054 PERA EE/ER P&F - PERA EE/ER Police & F...	66,576.06	11,783.94	7,855.97
103 ICMA - ICMA	0.00	0.00	1,835.00
105 MSRS - MSRS	0.00	0.00	0.00
208 GARNISH - GARN 2 US DEPT OF ED	0.00	0.00	0.00
512 - Excess Life Taxable	0.00	0.00	0.00
GTL - Excess Life Taxable (GTL)	0.00	0.00	0.00
		24,265.85	20,508.65
Taxes	Subject To	Employer	Employee
Federal W/H - Federal Income Tax Withholdi...	215,268.23	0.00	24,375.49
MC - Medicare	235,776.88	3,418.75	3,418.75
SS - Social Security	169,016.62	10,479.08	10,479.08
State W/H - State Income Tax Withholding	215,268.23	0.00	11,305.41
Unemployment - Unemployment	234,257.68	0.00	0.00
		13,897.83	49,578.73

From: Angie Philipp

Sent: Wednesday, March 22, 2023 2:55:02 PM

To: april@trftimes.com <april@trftimes.com>; Delray Sparby <dsparby@mncable.net>

Subject: FW: Difference October 1 and 1st payroll in October

Delray and April,

So, the original numbers given to April were estimates for payout from October 1st implementation, which would not have included the 3 weeks payroll for September as part of the retro decision. Those original estimate numbers given were MAPS \$5,132.40 and the estimate for all other employees were \$40,066. These original estimates did not include adjustments to overtime pay, double time pay and stand by pay. With the implementation that included a retro pay back to the 1st payroll in October (October 6th) the MAPS amount increased by \$493.00 and the other employees amount increased by \$7,876.85. Also included in these increases related to the 1st payroll in October (October 6th) increases were adjustments to overtime pay, double time pay and stand by pay which were not part of the original estimates total given for retro with a starting date of October 1st thru December.

I want to clarify dates with you.

Market study for Teamster, Teamster Fire, LELS, contracted, and non-union was approved December 6th, 2022 paid Dec 15th

Market Study for MAPS was approved December 20th, 2022 paid Dec 29th

All employees received the retro to the first payroll in October.

2022 MAPS contract approved on Nov 1, 2022 and paid on Nov 17th retro to January 1, 2022.

Angela Philipp,

City Administrator

405 3rd ST E

Thief River Falls, MN 56701

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