



TO: City Council
FROM: Stefanie Stalheim, City Attorney
Lisa Jundt, Human Resources Director
DATE: March 22, 2023
SUBJECT: City Manager Contract Amendment

I. RECOMMENDED ACTION

Approve First Amendment to the City Manager's Employment Contract.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney	857-4755
Lisa Jundt, Human Resources Director	857-4753

III. DESCRIPTION

A. Background

Following execution of the City Manager's latest contract, the City Council amended the City of Minot's employee benefits to shift from a vacation and sick leave plan to paid-time off (PTO), and added a short-term disability policy. Additionally, at the March 18th City Council Meeting, the Council approved amendments to the City Manager ordinance on first reading to accurately reflect present practices and to codify the Assistant City Manager's general duties and responsibilities.

B. Proposed Project

The attached First Amendment to the City Manager's Employment Contract updates paragraphs 5 and 10 to include the City's short-term disability policy and to reflect the anticipated updates to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) that are before the Council tonight on 2nd reading.

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:

The First Amendment will clarify City Manager Benefits and update the contract to align with ordinance updates.

B. Service/Delivery Impact:

See Strategic Impact.

C. Fiscal Impact:

None, as the City Manager's benefit plan shifted to the PTO/short-term benefit system in 2024 alongside the rest of the City Employees.

V. CITY COUNCIL ASPIRATIONS

Dynamic and Prosperous, Resilient and Prepared, Safe and Welcoming, Excellent and Connected

VI. ALTERNATIVES

The Council may amend the First Amendment or decline to approve the contract amendment.

VII. TIME CONSTRAINTS

City Manager Ordinance updates are being considered by the Council on second reading at the April 1 meeting, so approval alongside the ordinance is recommended to maintain consistency between the City's ordinances and the employment contract.

VIII. LIST OF ATTACHMENTS

- A. First Amendment to Employment Contract.pdf
- B. First Amendment to Employment Contract_redlines.pdf
- C. Harold Stewart Employment Contract_2023_2028.pdf