

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the special work session meeting of the Spring Lake Park City Council was held on November 01, 2021 at the Spring Lake Park City Hall, at 5:30 PM.

1. CALL TO ORDER

MEMBERS PRESENT

Mayor Bob Nelson
Councilmember Ken Wendling
Councilmember Brad Delfs
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks

STAFF PRESENT

Administrator Daniel Buchholtz and Ann Antonsen, Baker Tilly

2. DISCUSSION ITEMS

A. Classification and Compensation Study Presentation

Ann Antonsen, Baker Tilly, provided an overview of the classification and compensation system study. She reviewed the objectives of the project, which were to 1) review and evaluate the current classification and compensation system; 2) create opportunities for input at all levels; 3) update job descriptions; 4) determine current relationship relative to the labor market; 5) evaluate the internal ranking of all positions; 6) develop compensation system and strategy; and 7) develop implementation strategies.

Ms. Antonsen stated that they identified 15 cities as benchmarks for the study, of which data was obtained from 14. She stated that 19 positions were surveyed but 18 position results were used in the analysis. She stated that the City's current salary ranges were compared to market ranges, showing that current minimum, midpoint and maximum are below the market.

Ms. Antonsen stated that the job evaluation was completed using the "Systematic Analysis and Factor Evaluation (SAFE) System, which uses 9 job evaluation factors.

Ms. Antonsen provided an overview of the pay philosophy used for the compensation plan, resulting in a pay plan that has 25 pay grades with a 6% separation between grades. She said each grade has 7 steps with 3.5% separation between steps. She said the proposed scale provides a minimum, midpoint and maximum salary consistent with the survey responses that maintains pay equity and internal equity.

Ms. Antonsen provided implementation options to the City Council. She stated that the three options were as follows: Option 1 – move employees to the minimum of the range; Option 2 –

move employees to the closest step for employees within range; and Option 3 – Move employees to scale based on years of service.

Ms. Antonsen provided the City Council with the following recommendations: 1) approve the proposed salary schedule; 2) approve the position placement which aligns positions both internally and based on market; 3) approve an implementation option which meets the goals of the City and falls within financial resources; and 4) provide support for ongoing administration, including establishing guidelines for base adjustments and adjusting pay ranges and wages of employees.

The City Council discussed the proposed pay philosophy, salary survey data, implementation options and recommendations. Consensus of the City Council was to accept the pay plan and to provide guidance to Union Negotiation Committees to negotiate implementation of the proposed pay plan.

3. REPORTS -- None

4. ADJOURN

Mayor Nelson adjourned the meeting at 6:30pm.

Robert Nelson, Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer