THE HUB OF SIBLEY COUNTY
GAYLORD

CITY OF GAYLORD
CITY COUNCIL WORK SESSION MEETING AGENDA
Wednesday, June 7, 2023
5:30 P.M.

1. **Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Roll Call** – **Mayor Kratzke O**
   - **Muchow O**
   - **Grochow O**
   - **Kuphal O**
   - **Padilla O**
   - **Uecker O**

4. **Consider 06-07-23 Agenda**

5. **Comments, Updates, Concerns**
   **Per Municipal Policy 1500, citizen comments are intended to afford the public an opportunity to address concerns to the City Council. Citizen comments will be no longer than ten (10) minutes in length and each presenter will have no more than two (2) minutes to speak unless additional time is granted by the Mayor. Topics of discussion are restricted to City topics rather than private or political agendas. The City Council may discuss but will not take formal action on public comments. **

   5.A. Citizens
   5.B. Council Members
   5.C. City Staff

6. **Consent Agenda**

   6.A. Minutes

      6.A.i. None

   6.B. Accounts Payable

      6.B.i. None

   6.C. Reports of Officers, Boards, and Commissions

      6.C.i. None

6.D. Other

7. Public Hearings – 7:00 PM

8. Communications, Requests, and Petitions

9. Department and Committee Reports and Action Items

9.A. Administration Department – Steve Helget, City Administrator

9.A.i. None

9.B. City Attorney – Mark Ostlund, City Attorney

9.B.i. None

9.C. Public Works Department – Ty Reimers, Public Works Director

9.C.i None

9.D. Police Department – Charlie Eichten, Police Chief

9.D.i. None

9.E. Ambulance Service – Sara Burton, RMC Paramedic Director

9.E.i. None

9.F. Fire Department – Justen Rose, Fire Chief

9.F.i. None

9.G. City Engineer – Justin Black, SEH Engineering

9.G.i. None

10. Unfinished Business

10.A. None

11. New Business

11.A. Review and Discuss Current Police Officers Compensation Level P4

12. Other

12.A. None

13. Closing Comments

- Council
- Staff

14. Upcoming Meetings and Events

14.A. Wednesday, June 7th – 5:30 – City Council Workshop Meeting @ City Hall
14.B. Wednesday, June 7th – 6:30 – City Council Meeting @ City Hall
14.C. Monday, June 12th – 5:30 - EDA Meeting @ City Hall
14.D. Monday, June 12th – 6:00 – Park and Recreation Meeting @ Library
14.E. Tuesday, June 13th – Noon – Gaylord Chamber Board Meeting @ Library
14.F. Wednesday, June 14th – 5:30 – P&Z Meeting @ City Hall
14.G. Monday, June 19th – CITY HALL CLOSED FOR JUNETEENTH HOLIDAY
14.H. Monday, June 19th – 5:30 – HPC Meeting @ City Hall
14.I. Tuesday, June 20th – 5:30 - Personnel Committee Meeting @ City Hall (New Date)
14.J. Tuesday, June 20th - 6:30 – City Council Meeting, @ City Hall (New Date)
14.K. Monday, June 26th – 7:00 - Fire Department @ Fire Hall
14.L. Tuesday, June 27th – 5:15 – Library Board Meeting @ Library
14.M. Wednesday, June 28th - 5:00 – Cable Commission @ GFW High School, Winthrop
14.N. Tuesday, July 4th – CITY HALL CLOSED FOR 4th OF JULY HOLIDAY
14.O. Tuesday, July 7th – NO CITY COUNCIL MEETING DUE TO 4TH OF JULY HOLIDAY

15. Adjournment of Regular Meeting

NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. This request may come from the Mayor, a Council Member, staff member, or someone in attendance at this meeting. If this is your desire, please inform the Council when they consider the agenda for this meeting.

** **Denotes amendments to the most recent draft of the agenda.**

THE HUB OF SIBLEY COUNTY
GAYLORD

CITY OF GAYLORD, MINNESOTA
REQUEST FOR COUNCIL ACTION

Agenda Item Numbers: **11.A** Meeting Date: **June 7, 2023**

Attachments: ☒ Yes ☐ No

Originating Department: City Administrator	**Prepared By:** Steve Helget, City Administrator
Topic: Review and Discuss Current Police Officers Compensation Level	**Action Requested:** To discuss police officers wage level.

Alignment with Values:
The item relates to the following Strategic Values
Excellence and quality in the delivery of services.
Visionary Leadership and Planning

Alignment with Goals:
The item relates to the following Strategic Goals:
To continue to provide quality public service with limited resources

The purpose of the Work Session is to review and discuss the current police officer wages in comparison to other area cities and determine whether the Council wants to adjust the wages before the next police union contract negotiation. The current union contact expires 12/31/2024 and in 2024 the police officers are contracted to receive a 3.25% COLA increase. The current police officer wage range is $25.32 to $32.70.

At a Personnel Committee meeting held earlier this year, Chief Eichten stated the City of Winthrop starting wage is $29.00 per hour. The last officer Arlington hired started at $26.00/hour. Glencoe's top pay is $36.00/hour, and Belle Plaine is $50.00/hr. Winsted is having challenges trying to find anyone to apply and are working with the City of Lester Prairie to combine departments and assist each other where needed. Jordan has a $5,000 signing bonus and Carver offers $5,000 bonus if a new officer stays for one year.

Enclosed is a copy of the City's Annual Wage Report prepared last year by DDA.

Fiscal Impact:

Alternatives:

Staff Recommendation:

To discuss police officers wage level.

Council Action:

No action.

Attachments:

- David Drown Associates Company – 2022 Annual Wage Review

DDA
Human Resources, Inc.
a David Drown Associates Company

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October 19, 2022

Steve Helget, City Administrator
City of Gaylord
332 Main Avenue
Gaylord, MN 55334

RE: CONFIDENTIAL & PROPRIETARY: 2022 Annual Wage Review

Dear Mr. Helget,

The City of Gaylord requested DDA Human Resources complete a market analysis and recalibrate the pay grid for 2023. As part of our services, we service provide an annual market review of your pay plan. This report provides you with our initial results of this review.

Benchmark Communities and Jobs

Benchmark communities are cities like Gaylord, staffed by employees doing similar work and providing similar services. We have maintained the same benchmarks previously approved by City Council. We believe the list is a good one. It focuses on communities in your geographic region of the state, it provides a mix of communities that are both slightly larger and slightly smaller than Gaylord in terms of employee count and population, and it includes a sufficient number of communities that provide police and other services similar to yours.

Table 1: List of Benchmark Entities

Jurisdiction
Arlington
Dassel
Fairfax
Glencoe
Howard Lake
Janesville
Kenyon
Le Center
Le Sueur
Madelia
Maple Lake
Maple Plain
Montrose
Norwood Young America
Olivia
Springfield
Watertown
Waterville
Waverly
Winsted

Current Pay Grid

Like most of the cities in your comparison group, Gaylord's pay plan utilizes a grade and step system. With six steps, it takes employees five years to reach their maximum pay rates. Each job has been "scored" using a Job Evaluation Tool (JET) classification system that evaluates required skills, education, job duties, etc., and jobs with similar scores are grouped together into a common pay grade. As employees in that pay grade complete a year of successful employment, they enjoy a "step-increase" in wage for the following year. A copy of Gaylord's 2022 pay grid is listed below:

2022 Pay Grid						
	Start	1 yr	2 yr	3 yr	4 yr	5 yr
		105.250%	105.250%	105.250%	105.250%	105.250%
Grade	**1**	**2**	**3**	**4**	**5**	**6**
1	$16.08	$16.92	$17.81	$18.75	$19.73	$20.77
2	$17.04	$17.94	$18.88	$19.87	$20.92	$22.01
3	$18.24	$19.20	$20.20	$21.26	$22.38	$23.56
4	$19.51	$20.54	$21.62	$22.75	$23.95	$25.20
5	$20.88	$21.98	$23.13	$24.34	$25.62	$26.97
6	$22.55	$23.73	$24.98	$26.29	$27.67	$29.13
7	$24.58	$25.87	$27.23	$28.66	$30.16	$31.75
8	$26.06	$27.42	$28.86	$30.38	$31.97	$33.65
9	$27.36	$28.79	$30.31	$31.90	$33.57	$35.33
10	$28.73	$30.23	$31.82	$33.49	$35.25	$37.10
11	$30.16	$31.75	$33.41	$35.17	$37.01	$38.96
12	$31.67	$33.33	$35.08	$36.93	$38.86	$40.90
13	$33.25	$35.00	$36.83	$38.77	$40.80	$42.95
14	$34.08	$35.87	$37.75	$39.74	$41.82	$44.02
15	$34.93	$36.77	$38.70	$40.73	$42.87	$45.12
16	$35.81	$37.69	$39.67	$41.75	$43.94	$46.25
17	$36.71	$38.64	$40.67	$42.80	$45.05	$47.41
18	$37.44	$39.41	$41.48	$43.66	$45.95	$48.36
19	$38.19	$40.20	$42.31	$44.53	$46.87	$49.33
20	$38.96	$41.00	$43.15	$45.42	$47.81	$50.31

2023 Job Changes

As the City continues to grow, the following positions have been evaluated and pay grids established for a 2023 pay grid:

1. Library Director: Old Grade 4
2. Assistant Library Director: New Grade 3
3. Library Assistant: New Grade 2
4. Aquatic Center Staff
    a. General Manager: Old Grade 4
    b. Guest Services Supervisor: Old Grade 3
    c. Lifeguard Supervisor: Old Grade 3
    d. Lifeguard WSI: New Grade 2
    e. Lifeguard: New Grade 1
    f. Guest Service Attendant: New Grade 1
5. Additional changes to the pay grid are the elimination of grades 19 and 20, as they were not previously being used.

		2023 Pay Grid 6-Step Plan					
		Start	1 yr	2 yr	3 yr	4 yr	5 yr
			105.25%	105.25%	105.25%	105.25%	105.25%
Old Grade	**Grade**	**1**	**2**	**3**	**4**	**5**	**6**
	1	$9.27	$10.06	$10.92	$11.86	$12.87	$13.97
	2	$10.73	$11.33	$11.96	$12.63	$13.33	$14.08
	3	$13.65	$14.37	$15.12	$15.91	$16.75	$17.63
1	4	$16.56	$17.43	$18.35	$19.31	$20.32	$21.39
2	5	$17.56	$18.48	$19.45	$20.47	$21.54	$22.67
3	6	$18.79	$19.77	$20.81	$21.90	$23.05	$24.26
4	7	$20.10	$21.16	$22.27	$23.43	$24.67	$25.96
5	8	$21.51	$22.64	$23.82	$25.08	$26.39	$27.78
6	9	$23.23	$24.45	$25.73	$27.08	$28.50	$30.00
7	10	$25.32	$26.65	$28.05	$29.52	$31.07	$32.70
8	11	$26.84	$28.25	$29.73	$31.29	$32.93	$34.66
9	12	$28.18	$29.66	$31.22	$32.85	$34.58	$36.39
10	13	$29.59	$31.14	$32.78	$34.50	$36.31	$38.21
11	14	$31.07	$32.70	$34.42	$36.22	$38.12	$40.13
12	15	$32.62	$34.33	$36.14	$38.03	$40.03	$42.13
13	16	$34.25	$36.05	$37.94	$39.93	$42.03	$44.23
14	17	$35.10	$36.95	$38.89	$40.93	$43.08	$45.34
15	18	$35.98	$37.87	$39.86	$41.95	$44.15	$46.47
16	19	$36.88	$38.82	$40.86	$43.00	$45.26	$47.63
17	20	$37.81	$39.80	$41.89	$44.08	$46.40	$48.84
18	21	$38.57	$40.59	$42.72	$44.97	$47.33	$49.81

2022 Market Analysis

Job Title	Gaylord MIN	Gaylord MAX	Bench MIN	Bench Max	% Min	% Max	Gaylord Range	Bench Range
City Administrator	$36.71	$47.41	$40.03	$50.87	92%	93%	29%	27%
City Clerk/Finance Officer	$24.58	$31.75	$26.99	$34.97	91%	91%	29%	30%
Deputy Clerk	$20.88	$26.97	$21.46	$27.35	97%	99%	29%	27%
Administrative Assistant/Utility Billing Clerk	$19.51	$25.20	$19.72	$25.47	99%	99%	29%	29%
Public Works Director	$28.73	$37.10	$31.12	$40.25	92%	92%	29%	29%
Police Chief	$33.25	$42.95	$34.42	$44.50	97%	97%	29%	29%
Stormwater and Street Maintenance	$20.88	$26.97	$21.24	$27.00	98%	100%		
Police Officer	$24.58	$31.75	$26.29	$34.02	93%	93%	29%	29%
General Manager - Aquatic Center	$19.51	$25.20	$20.62	$25.84	95%	98%	29%	25%
Water/Waste Water Maintenance Technician	$22.55	$29.13	$23.65	$31.01	95%	94%	29%	31%
					95%	95%	29%	29%

Recommended Plan Adjustments for 2023:

- Jobs within 5% of market are considered to be highly competitive.
- Jobs within 9% of market are considered to be somewhat competitive.
- Overall the City's current pay grid is calibrated at 96% of average benchmark minimum rates and 97% of average benchmark maximum rates. Providing a 3% COLA for 2023, is in alignment with what we are seeing the market proposing for 2023.
- The one position that may need to be reviewed in 2023 is the City Clerk / Finance Officer.

Tessia Melvin, Management Consultant
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