



**CITY OF GAYLORD**  
**CITY COUNCIL SPECIAL WORKSHOP MEETING MINUTES**  
Monday, December 14, 2015  
~6:30 P.M., City Hall

**Members Present:** Mayor Boeder and Members DeVlaeminck, Landaas, Losure, Uecker and Muchow  
**Members Absent:** None  
**Staff Present:** Kevin McCann, City Administrator and Lori Doering, Secretary/UtilityBilling/Payroll Clerk  
**Visitors Present:** Dianna Karau

**1. Call meeting to Order** – Mayor Don Boeder

Pursuant to due call and notice thereof, the meeting of the City Council was called to order by Mayor Boeder at 6:30 p.m.

**2. Discussion Regarding 2016 Payscale**

Mayor Boeder stated at the last council meeting, the consensus was to continue with our pay grid that we put in place, due to the money that was spent with David Drown Associates, along with the time and effort put into it. The Mayor stated he met with Kevin briefly about the pay scale and he believes we don't need to stray away from the pay grid, but that we need to come up with something for the evaluations so that they are more accurate. The Mayor feels there is inconsistency with employees getting fours and fives on a review when there are complaints from citizens about things not getting done. The Mayor is looking for more than just a year end review; he felt quarterly reviews should be done and this would tie into a tally for the year end review. Mayor Boeder stated he absolutely has no problem with the grid. Member Muchow stated typically what he has seen as a whole in government systems is if an employee is getting their work done, they are going to fall in the satisfactory, good or excellent categories or below and that typically you don't receive a satisfactory for just crossing the line. Member Landaas stated he discussed with McCann to have an employee tracker to record the above and beyond that an employee does. You have a cross section of that employee's performance throughout the year so when you get to the yearend review you have the support for that satisfactory or good or excellent review at the end of the year.

Members Uecker and Muchow questioned McCann on the different meetings that are held per month and if it was a little over doing it. McCann explained that you have to consider what each meeting discusses and he went into detail of each meeting. Mayor Boeder stated he feels what council is looking for is more documentation by the supervisors. McCann explained that the supervisors may need training on this and that the league has suggested getting a consultant at a cost from \$500.00 to \$1000.00. Council felt a consultant was not the way to go. Member Landaas used the Chief as an example that his department is doing quarterly reviews and every other department is doing something different, we need some consistency. Mayor Boeder stated we all know the Chief is probably the best at record keeping and told McCann that the Chief is all the consultant we need.

After a lengthy discussion Mayor Boeder asked what would council like to do with the steps and the cola based on a satisfactory review. Member Uecker stated that council should look at the pay equity issues the city potentially has before making any final decisions. She said she spoke to Don Lannoye and he agreed that there could be some issues and the city could potentially be fined. Member Muchow asked if we could get a coaching review from pay equity to see where we are at. Member Landaas stated we need to have this researched and have the information in front of us so we can make a decision. He also said to keep in mind if we approve steps and cola there is one employee who is at the top of the grid and would only receive cola. Council briefly discussed the option to slide the grid but stated they need to have the research on the pay equity before they can slide the grid. Council consensus was to approve steps and cola upon satisfactory reviews. Council would like to see reviews done before the first meeting in January. McCann asked if council would like the personnel committee to review the reviews or have the full council look over the reviews. Member Muchow asked if the personnel committee has reviewed the reviews in the past, McCann replied no. Muchow asked would this be a onetime thing or always. Mayor Boeder and McCann felt it would be good for at least year to have more than one set of eyes on the reviews to get them going in the direction that council wants and then see if it is needed the following year.

3. **Open Discussion by the Council**

None

4. **Closing Remarks** – Mayor Don Boeder

None

5. **Adjournment of Regular Meeting**

There being no further business to come before the City Council. COUNCIL MEMBER LOSURE MOVED, COUNCIL MEMBER UECKER SECONDED TO ADJOURN. WITH ALL MEMBERS VOTING IN FAVOR, THE MOTION CARRIED. The meeting was adjourned at 7:15 p.m.

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Kevin McCann  
City Administrator

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Don Boeder  
Mayor