



**CITY OF GAYLORD  
CITY COUNCIL WORK SESSION MINUTES**

Wednesday, August 14<sup>th</sup>, 2019

7:00 P.M., City Hall

- Members Present:** Mayor Boeder and Members, Grochow, Homme, Muchow, Padilla and Uecker.
- Members Absent:** None
- Staff Present:** Aaron Walton, Walton Law Office; Lory Young, City Administrator; Ty Reimers, City Services Manager and Lori Doering, Deputy Clerk;
- Visitors Present:** Justin Black, SEH; Tessia Melvin, David Drown and Associates.

**1. Call Meeting to Order**

Pursuant to due call and notice thereof, the meeting of the City Council was called to order by Mayor Boeder at 7:00 p.m.

**2. Railroad Avenue – Justin Black**

• **Street & Drain Tile Proposal**

Justin explained the short-term solution is to build a foundation or base, dig down three feet and install surface drain tile and get a good gravel base over it. Cost estimates were under \$57,000.00. Justin he is obtaining solid quotes from four contractors with a completion date of and would have them ready for the next council meeting.

Justin stated the long-term improvements would include a water shed analysis, he also talked to Mr. Kokesch on a regional pond for him and the city. Lory and Ty met with the Rail Authority and were cooperative and willing to help out. Justin stated he would continue to work on the rest of Railroad Avenue from 3<sup>rd</sup> Street East to Tower Street.

**3. Wage and Compensation Report – Tessia Melvin**

• **Discussion on Report Results & Pay Philosophy**

Tessia stated they normally like to see a more consistent pay structure. Our current pay structure is about 95% market min and the max is 96% of the average. She reviewed where each employee fell into the graph. She said some titles and duties within the job descriptions were updated/changed. She stated we have a lot of economic development in our city, a lot more than the other benchmark cities do and we may want to take that into consideration. Tessia also stated the part-time police officers are paid the same as the full-time starting wage which is also something they normally do not see. She said they are suggesting a 6-step system going forward for all employees. Tessia explained that it would take approximately \$21,000.00 to \$25,000.00 to implement the suggested plan by David Drown. A lengthy discussion was held regarding receiving steps & colas at January 1, or on anniversary date. Consensus was to update and clarify and get unity with the employee handbook verses the Police Policy book. It was discussed that October would be a good time of the year for annual reviews. Council

consensus was to move forward with a 6-step system for all employees, and David Drown would continue on a yearly review of the market adjustment for the next three years.

4. **Adjourn Meeting**

There being no further business to come before the City Council.  
The meeting was adjourned at 8:34 p.m.

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Lory Young  
City Administrator

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Don Boeder  
Mayor