
VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager

VILLAGE OF HARRISON

Meeting Date: 4/29/2025

Title: Approval of Public Administration Associates to complete a Wage Compensation Study for \$16,670.

Issue: Does the Village Board support contracting with Public Administration Associates to complete a Wage Compensation Study for all Village employees for \$16,670.

Background and Additional Information:

The 2025 budget includes funding to complete a Wage Compensation Study for all Village employees to make sure wages are comparable to surrounding communities to retain quality staff

The Village previously completed a Wage study with Carlson and Dettman, now Cottingham and Butler in 2020/2021. It is recommended to update the study every five years.

In March 2025, the Village issued a Request for Proposals to five firms: Boldpath Consulting, Innovative Public Advisors, Cottingham and Butler, MGT, Public Administration Associates and Baker Tilly.

Three firms submitted proposals: Public Administration Associates (\$16,670), MGT (\$30,565) and Cottingham and Butler (\$34,250).

The scope of work to be completed involves reviewing job descriptions, making recommendations based on comparable communities on salary adjustments and completing a Federal Labor Standards (FLSA) Act review of all positions to make sure the ones that are salary and hourly meet the law requirements.

Staff is recommending Public Administration Associates (PAA) to complete the work. Staff called the references of PAA to verify the end products of the other wage studies and the two communities had no issues and provided very positive comments for PAA.

Budget Impacts: \$16,670

Recommended Action: Motion to approve Public Administration Associates to complete the Wage Compensation Study for \$16,670.

Attachments:

Proposal from Public Administration Associates