



CITY OF  
**LONG LAKE**

## **City Council Agenda Report**

### **City of Long Lake**

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

**MEETING DATE / October 17, 2023**

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**SUBJECT:** Consider Approval of the Proposal for a Job Classification and Compensation Study to be Completed by DDA Human Resources, Inc.

**Prepared By:** Scott Weske, City Administrator

**Report Date** 10/11/2023

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### **Recommended City Council Action**

Staff recommends the following:

Motion to authorize DDA Human Resources, Inc. to complete a job classification and compensation study at a cost not to exceed \$8,910.

### **Overview / Background**

With all of the changes coming to the City of Long Lake, along with all of the outside economic factors impacting City operations and City staff, staff feels it is the right time to update the City's philosophy related to personnel.

Over the last 15 years, the common practice has been the City Council approving an annual wage increase of 0%-3% during the budget cycle. There has been a few times in the last five years that there have been wage adjustments to individuals or groups of employees to try and stay in line with peers in the same class.

Completion of a job classification and competition study will provide a path forward for future wage increases, job classification changes, and support if an additional employee was added to a position that currently doesn't exist.

Staff recommends the City Council approve a job classification and compensation study to be completed by DDA Human Resources, Inc. and support the recommendations and results of the study moving forward.

### **Supporting Information**

- Service Proposal from DDA Human Resources, Inc. dated 10/6/23