

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: 2026 Pay Plan Discussion

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Meeting Date: November 17, 2025

Issue: At the October 6, 2025, City Council Work Session, there was a discussion about the City of Minnetrista Compensation Plan, in particular, a discussion about the 2026 cost-of-living adjustment (COLA). In August, the City Council adopted a preliminary levy that included a 3.0% COLA in 2026. At the October 6th meeting, there was direction to look at officially moving the 2026 COLA to 2.0%. A Personnel Committee meeting was held on October 27th to discuss the logistics of the reduction of COLA for 2026. At that meeting, there was a desire by one member to evaluate a means to support long-term staff at the current level of inflation year-to-year. Multiple pay plan ideas have been discussed and evaluated, and staff would like to engage the City Council in a discussion about the following topics related to the Minnetrista Compensation Plan:

- Pay plan metrics: how pay plans work, what is required, and how everything is tied together
- Pay plan structure ideas

Overview: The City of Minnetrista adopted the current Minnetrista Compensation Plan on June 6, 2022. The adoption of the plan was driven by Minnetrista's compensation market position and a desire to be positively positioned in the regional labor market. The staff memo from the June 6th meeting is included for reference.

Moving forward to 2025, staff provided an update to the Personnel Committee and to City Council related to the current market position of the non-union employee base. That update in summary was that the City of Minnetrista is still positioned well in the market, but that position is slightly lower than when the compensation plan was adopted in 2022. The staff recommendation was to stay the course with our current plan, follow the market related to COLA in 2026, and then do a pay plan evaluation in 2026.

Pay Plan Topics of Discussion

Pay Plan Metrics: How pay plans work, what is required, and how everything is tied together

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Pay plans generally consist of the following items: job descriptions, job description scoring, pay plan grades that are tied to the job description scoring and current market conditions, and pay equity compliance with State Law. The adoption of the 2022 Minnetrista Compensation Plan evaluated, updated, and used all these components. The City of Minnetrista uses the Employers Association, Inc. Job Evaluation System, to evaluate and score job descriptions. Job descriptions are developed for each position, and then independently scored for placement into the pay plan. From time to time, positions start to deviate from their group and must be re-evaluated. An example of this was the movement of the Director of Public Safety from Grade 10 to Grade 11 in 2024. Market conditions showed a clear separation between the other employees in that group, warranting the movement. Every three years, the City of Minnetrista is required to perform pay equity compliance reporting per State Law. This law intends to ensure that there are no deficiencies when comparing job description scoring to job placement and ensure equal pay opportunities for similarly scored positions. The City of Minnetrista last submitted our pay equity report in January of 2024 and passed all categories. As a note, in the event compliance is not achieved within the defined time period set by the State, the State will notify the city and the commissioner of revenue that the city is subject to a five percent reduction in the aid that would otherwise be payable to that city, or to a fine of \$100 per day, whichever is greatest.

Pay Plan Structure Ideas

As staff have been working with various members of the City Council, there seem to be a lot of ideas about how the pay plan should look. To help guide consensus on this topic, below are some considerations for discussion:

Pay Plan Steps

- Options include a graduated approach (lower % step increases at lower steps moving to larger % step increases at higher steps), incentivizing longevity, or a linear approach (each step has the same % increase). The current pay plan employs the graduated approach.

Grades

- The number of grades and the percentage increase between grades is another tool that can be used in the pay plan. Currently, the City uses a linear approach to grades, with an equal 10% difference between each grade. These can be modified based on market conditions or at the discretion of the City Council.

Market Position

- In 2022, the guidance from City Council related to compensation market placement was a goal of between 90% and 110% of the market average. The rationale of 110% of the market average for step 10 is related to the intrinsic benefit a long-term employee brings to the organization, related to institutional knowledge, day-to-day operational efficiencies, and generally more experience in their field. In 2022, step 10 for each of the grades averaged to 110% of the maximum market average, and in 2025, that number is now on average 105%.

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Council Member Reffkin has requested the packet include various options related to a proposed pay plan update. Please take the time to review these options.

Due to multiple viewpoints on how to proceed with this exercise, staff would like clear direction from the City Council on expectations on how to proceed with this topic.

Attachments:

- 2025 Pay Plan
- 2026 Pay Plan w/3% COLA
- Council Member Reffkin Pay Plan Options
- 2026 Pay Plan Proposed – 3% COLA
- 2026 Pay Plan Proposed – 3.5% COLA
- 2026 Pay Plan Proposed – 4% COLA
- June 6, 2022 Staff Memo – Minnetrista Compensation Plan Adoption

Recommended City Council Action: Staff request that the City Council discuss these topics and provide staff direction on how to proceed related to the 2026 COLA for non-union employees and provide direction on how to proceed with the Minnetrista Compensation Plan in the future.

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2025 PAY PLAN

Steps

2.50% 2.50% 3.00% 3.00% 3.00% 3.50% 3.50% 3.50% 3.50%

GRADE		1	2	3	4	5	6	7	8	9	10
1		\$22.95	\$23.52	\$24.11	\$24.84	\$25.58	\$26.35	\$27.27	\$28.22	\$29.21	\$30.23
2	110.00%	\$25.25	\$25.88	\$26.52	\$27.32	\$28.14	\$28.98	\$30.00	\$31.05	\$32.13	\$33.26
3	110.00%	\$27.77	\$28.46	\$29.18	\$30.05	\$30.95	\$31.88	\$33.00	\$34.15	\$35.35	\$36.58
4	110.00%	\$30.55	\$31.31	\$32.09	\$33.06	\$34.05	\$35.07	\$36.30	\$37.57	\$38.88	\$40.24
5	110.00%	\$33.60	\$34.44	\$35.30	\$36.36	\$37.45	\$38.58	\$39.93	\$41.32	\$42.77	\$44.27
6	110.00%	\$36.96	\$37.89	\$38.83	\$40.00	\$41.20	\$42.43	\$43.92	\$45.46	\$47.05	\$48.69
7	110.00%	\$40.66	\$41.67	\$42.72	\$44.00	\$45.32	\$46.68	\$48.31	\$50.00	\$51.75	\$53.56
8	110.00%	\$44.72	\$45.84	\$46.99	\$48.40	\$49.85	\$51.34	\$53.14	\$55.00	\$56.93	\$58.92
9	110.00%	\$49.20	\$50.43	\$51.69	\$53.24	\$54.83	\$56.48	\$58.46	\$60.50	\$62.62	\$64.81
10	110.00%	\$54.11	\$55.47	\$56.85	\$58.56	\$60.32	\$62.13	\$64.30	\$66.55	\$68.88	\$71.29
11	110.00%	\$59.53	\$61.01	\$62.54	\$64.42	\$66.35	\$68.34	\$70.73	\$73.21	\$75.77	\$78.42
12	110.00%	\$65.48	\$67.12	\$68.79	\$70.86	\$72.98	\$75.17	\$77.80	\$80.53	\$83.35	\$86.26

2026 PAY PLAN (3.0% COLA)

Steps

2.50% 2.50% 3.00% 3.00% 3.00% 3.50% 3.50% 3.50% 3.50%

GRADE		1	2	3	4	5	6	7	8	9	10
1		\$23.64	\$24.23	\$24.84	\$25.58	\$26.35	\$27.14	\$28.09	\$29.07	\$30.09	\$31.14
2	110.00%	\$26.00	\$26.65	\$27.32	\$28.14	\$28.98	\$29.85	\$30.90	\$31.98	\$33.10	\$34.26
3	110.00%	\$28.60	\$29.32	\$30.05	\$30.95	\$31.88	\$32.84	\$33.99	\$35.18	\$36.41	\$37.68
4	110.00%	\$31.46	\$32.25	\$33.06	\$34.05	\$35.07	\$36.12	\$37.39	\$38.69	\$40.05	\$41.45
5	110.00%	\$34.61	\$35.47	\$36.36	\$37.45	\$38.58	\$39.73	\$41.12	\$42.56	\$44.05	\$45.59
6	110.00%	\$38.07	\$39.02	\$40.00	\$41.20	\$42.43	\$43.71	\$45.24	\$46.82	\$48.46	\$50.15
7	110.00%	\$41.88	\$42.92	\$44.00	\$45.32	\$46.68	\$48.08	\$49.76	\$51.50	\$53.30	\$55.17
8	110.00%	\$46.06	\$47.22	\$48.40	\$49.85	\$51.34	\$52.88	\$54.74	\$56.65	\$58.63	\$60.69
9	110.00%	\$50.67	\$51.94	\$53.24	\$54.83	\$56.48	\$58.17	\$60.21	\$62.32	\$64.50	\$66.75
10	110.00%	\$55.74	\$57.13	\$58.56	\$60.32	\$62.13	\$63.99	\$66.23	\$68.55	\$70.95	\$73.43
11	110.00%	\$61.31	\$62.84	\$64.42	\$66.35	\$68.34	\$70.39	\$72.85	\$75.40	\$78.04	\$80.77
12	110.00%	\$67.44	\$69.13	\$70.86	\$72.98	\$75.17	\$77.43	\$80.14	\$82.94	\$85.85	\$88.85

Current Plan			
Title	2025 Total Compensation	2026 Total Compensation (3% COLA)	% Increase from 2025
City Administrator	\$170,435.20	\$181,684.41	6.6%
Director of Public Safety	\$149,697.60	\$159,582.26	6.6%
Assistant City Administrator	\$136,000.80	\$144,277.41	6.1%
Deputy Police Chief	\$140,847.20	\$150,152.40	6.6%
Director of Finance	\$148,283.20	\$152,734.88	3.0%
Director of Community Development	\$148,283.20	\$152,734.88	3.0%
Director of Public Works	\$140,847.20	\$150,152.40	6.6%
Public Works Supervisor	\$96,543.20	\$102,175.28	5.8%
Building Official	\$105,237.60	\$111,924.68	6.4%
Senior Planner	\$105,237.60	\$111,924.68	6.4%
Engineer Tech	\$102,242.40	\$108,996.83	6.6%
City Clerk	\$87,765.60	\$92,886.61	5.8%
Senior Accountant	\$92,892.80	\$98,543.41	6.1%
Building Inspector	\$81,983.20	\$86,975.65	6.1%
Utility Billing & Recycling Coord.	\$74,526.40	\$79,068.77	6.1%
Public Safety Admin w/Evidence	\$81,650.40	\$87,033.84	6.6%
Public Safety Admin Assistant	\$82,284.80	\$86,214.86	4.8%
Administrative Assistant	\$65,936.00	\$69,787.09	5.8%
TOTAL	\$2,010,694.40	\$2,126,850.34	5.8%

This option consists of the current pay plan with a 3% cost of living adjustment from 2025 to 2026, effective on 1/1/2026, and then a step increase if available on 7/1/2026, consistent with the adopted pay plan. This is the baseline comparison amount as this is what was included in the 2026 Preliminary Budget adoption. Wages increase an average of 5.8% year-to-year.

Option 1 (3% COLA)

2026 Compensation (Proposed Plan @3.0% COLA)	% Increase from 2025	Difference from Current Pay Plan (3% COLA)
\$180,799.34	6.1%	-\$885.07
\$157,980.62	5.5%	-\$1,601.64
\$143,087.92	5.2%	-\$1,189.49
\$149,420.94	6.1%	-\$731.46
\$155,457.55	4.8%	\$2,722.67
\$155,457.55	4.8%	\$2,722.67
\$149,420.94	6.1%	-\$731.46
\$101,679.30	5.3%	-\$495.97
\$112,262.17	6.7%	\$337.48
\$112,262.17	6.7%	\$337.48
\$108,303.19	5.9%	-\$693.64
\$92,435.73	5.3%	-\$450.88
\$98,093.54	5.6%	-\$449.87
\$87,427.39	6.6%	\$451.75
\$79,479.45	6.6%	\$410.68
\$86,031.11	5.4%	-\$1,002.73
\$86,350.27	4.9%	\$135.42
\$69,448.33	5.3%	-\$338.76

\$2,125,397.52	5.7%	-\$1,452.82
		-\$871.69

This option consists of a pay plan update including 13 grades (10% separation) and 15 steps (2% separation) developed by Council Member Reffkin. This option includes a 3.0% cost of living adjustment to the employee's 2025 hourly wage, and then placement in the proposed pay plan at the nearest step at or above the 3.0% adjustment. In 2026 there would be no step increase, but starting on 1/1/2027, the COLA and step if available would occur on January 1. The placement in this option has 11 of the 18 employees receiving less total compensation when compared to the adopted pay plan. This option is pay equity compliant, provides additional steps for most employees at the top of the current pay plan, and achieves a top step average per grade of 110% of the market average. City Council would evaluate annual cost of living adjustments by evaluating surrounding communities and following the market accordingly. This option would also have a estimated salary savings of \$1,452.82 of which an estimated \$871.69 will be saved from the general levy.

Option 2 (3.5% COLA)

2026 Compensation (Proposed Plan @3.5% COLA)	% Increase from 2025	Difference from Current Pay Plan (3% COLA)
\$181,677.01	6.6%	-\$7.40
\$158,747.52	6.0%	-\$834.75
\$143,782.52	5.7%	-\$494.89
\$150,146.29	6.6%	-\$6.12
\$156,212.20	5.3%	\$3,477.32
\$156,212.20	5.3%	\$3,477.32
\$150,146.29	6.6%	-\$6.12
\$102,172.89	5.8%	-\$2.38
\$112,807.13	7.2%	\$882.45
\$112,807.13	7.2%	\$882.45
\$108,828.93	6.4%	-\$167.90
\$92,884.45	5.8%	-\$2.17
\$98,569.72	6.1%	\$26.31
\$87,851.80	7.2%	\$876.15
\$79,865.27	7.2%	\$796.50
\$86,448.74	5.9%	-\$585.10
\$86,769.45	5.5%	\$554.59
\$69,785.46	5.8%	-\$1.63

\$2,135,714.98	6.2%	\$8,864.64 \$5,318.78
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This option consists of a pay plan update including 13 grades (10% separation) and 15 steps (2% separation) developed by Council Member Reffkin. This option includes a 3.5% cost of living adjustment to the employee's 2025 hourly wage, and then placement in the proposed pay plan at the nearest step at or above the 3.5% adjustment. In 2026 there would be no step increase, but starting on 1/1/2027, the COLA and step if available would occur on January 1. The placement in this option has 10 of the 18 employees receiving less total compensation when compared to the adopted pay plan. This option is pay equity compliant, provides additional steps for most employees at the top of the current pay plan, and achieves a top step average per grade of 110% of the market average. City Council would evaluate annual cost of living adjustments by evaluating surrounding communities and following the market accordingly. This option would also have an estimated salary additional cost of \$8,864.64 of which an estimated \$5,318.78 would need to be added to the general levy.

Option 3 (4.0% COLA)

2026 Compensation (Proposed Plan @4.0% COLA)	% Increase from 2025	Difference from Current Pay Plan (3% COLA)
\$182,554.68	7.1%	\$870.27
\$159,514.41	6.6%	-\$67.85
\$144,477.12	6.2%	\$199.71
\$150,871.63	7.1%	\$719.23
\$156,966.85	5.9%	\$4,231.97
\$156,966.85	5.9%	\$4,231.97
\$150,871.63	7.1%	\$719.23
\$102,666.48	6.3%	\$491.20
\$113,352.09	7.7%	\$1,427.41
\$113,352.09	7.7%	\$1,427.41
\$109,354.68	7.0%	\$357.84
\$93,333.16	6.3%	\$446.55
\$99,045.90	6.6%	\$502.49
\$88,276.20	7.7%	\$1,300.56
\$80,251.09	7.7%	\$1,182.32
\$86,866.37	6.4%	-\$167.48
\$87,188.62	6.0%	\$973.77
\$70,122.59	6.3%	\$335.50

\$2,146,032.45	6.7%	\$19,182.10
		\$11,509.26

This option consists of a pay plan update including 13 grades (10% separation) and 15 steps (2% separation) developed by Council Member Reffkin. This option includes a 4.0% cost of living adjustment to the employee's 2025 hourly wage, and then placement in the proposed pay plan at the nearest step at or above the 4.0% adjustment. In 2026 there would be no step increase, but starting on 1/1/2027, the COLA and step if available would occur on January 1. The placement in this option has 2 of the 18 employees receiving less total compensation when compared to the adopted pay plan. This option is pay equity compliant, provides additional steps for most employees at the top of the current pay plan, and achieves a top step average per grade of 111% of the market average. City Council would evaluate annual cost of living adjustments by evaluating surrounding communities and following the market accordingly. This option would also have an estimated salary additional cost of \$19,182.10 of which an estimated \$11,509.26 would need to be added to the general levy.

2026 CITY OF MINNETRISTA PAY PLAN (CR-3%)

GRADE	Steps															
	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
	1	3	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	\$23.64	\$24.11	\$24.59	\$25.09	\$25.59	\$26.10	\$26.62	\$27.15	\$27.70	\$28.25	\$28.82	\$29.39	\$29.98	\$30.58	\$31.19	
2	110.00%	\$26.00	\$26.52	\$27.05	\$27.59	\$28.15	\$28.71	\$29.28	\$29.87	\$30.47	\$31.08	\$31.70	\$32.33	\$32.98	\$33.64	\$34.31
3	110.00%	\$28.60	\$29.17	\$29.76	\$30.35	\$30.96	\$31.58	\$32.21	\$32.86	\$33.51	\$34.18	\$34.87	\$35.56	\$36.27	\$37.00	\$37.74
4	110.00%	\$31.46	\$32.09	\$32.73	\$33.39	\$34.06	\$34.74	\$35.43	\$36.14	\$36.86	\$37.60	\$38.35	\$39.12	\$39.90	\$40.70	\$41.51
5	110.00%	\$34.61	\$35.30	\$36.01	\$36.73	\$37.46	\$38.21	\$38.98	\$39.76	\$40.55	\$41.36	\$42.19	\$43.03	\$43.89	\$44.77	\$45.67
6	110.00%	\$38.07	\$38.83	\$39.61	\$40.40	\$41.21	\$42.03	\$42.87	\$43.73	\$44.61	\$45.50	\$46.41	\$47.34	\$48.28	\$49.25	\$50.23
7	110.00%	\$41.88	\$42.71	\$43.57	\$44.44	\$45.33	\$46.24	\$47.16	\$48.10	\$49.07	\$50.05	\$51.05	\$52.07	\$53.11	\$54.17	\$55.26
8	110.00%	\$46.06	\$46.99	\$47.93	\$48.88	\$49.86	\$50.86	\$51.88	\$52.91	\$53.97	\$55.05	\$56.15	\$57.28	\$58.42	\$59.59	\$60.78
9	110.00%	\$50.67	\$51.68	\$52.72	\$53.77	\$54.85	\$55.95	\$57.06	\$58.21	\$59.37	\$60.56	\$61.77	\$63.00	\$64.26	\$65.55	\$66.86
10	110.00%	\$55.74	\$56.85	\$57.99	\$59.15	\$60.33	\$61.54	\$62.77	\$64.03	\$65.31	\$66.61	\$67.94	\$69.30	\$70.69	\$72.10	\$73.55
11	110.00%	\$61.31	\$62.54	\$63.79	\$65.06	\$66.37	\$67.69	\$69.05	\$70.43	\$71.84	\$73.27	\$74.74	\$76.23	\$77.76	\$79.31	\$80.90
12	110.00%	\$67.44	\$68.79	\$70.17	\$71.57	\$73.00	\$74.46	\$75.95	\$77.47	\$79.02	\$80.60	\$82.21	\$83.86	\$85.53	\$87.25	\$88.99
13	110.00%	\$74.19	\$75.67	\$77.18	\$78.73	\$80.30	\$81.91	\$83.55	\$85.22	\$86.92	\$88.66	\$90.43	\$92.24	\$94.09	\$95.97	\$97.89

2026 CITY OF MINNETRISTA PAY PLAN (CR-3.5%)

GRADE	Steps															
	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
	1	3	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	\$23.75	\$24.23	\$24.71	\$25.21	\$25.71	\$26.23	\$26.75	\$27.29	\$27.83	\$28.39	\$28.96	\$29.53	\$30.12	\$30.73	\$31.34	
2	110.00%	\$26.13	\$26.65	\$27.18	\$27.73	\$28.28	\$28.85	\$29.43	\$30.01	\$30.61	\$31.23	\$31.85	\$32.49	\$33.14	\$33.80	\$34.48
3	110.00%	\$28.74	\$29.32	\$29.90	\$30.50	\$31.11	\$31.73	\$32.37	\$33.01	\$33.68	\$34.35	\$35.04	\$35.74	\$36.45	\$37.18	\$37.92
4	110.00%	\$31.62	\$32.25	\$32.89	\$33.55	\$34.22	\$34.91	\$35.60	\$36.32	\$37.04	\$37.78	\$38.54	\$39.31	\$40.10	\$40.90	\$41.72
5	110.00%	\$34.78	\$35.47	\$36.18	\$36.91	\$37.64	\$38.40	\$39.16	\$39.95	\$40.75	\$41.56	\$42.39	\$43.24	\$44.11	\$44.99	\$45.89
6	110.00%	\$38.25	\$39.02	\$39.80	\$40.60	\$41.41	\$42.24	\$43.08	\$43.94	\$44.82	\$45.72	\$46.63	\$47.57	\$48.52	\$49.49	\$50.48
7	110.00%	\$42.08	\$42.92	\$43.78	\$44.66	\$45.55	\$46.46	\$47.39	\$48.34	\$49.30	\$50.29	\$51.30	\$52.32	\$53.37	\$54.44	\$55.52
8	110.00%	\$46.29	\$47.21	\$48.16	\$49.12	\$50.10	\$51.11	\$52.13	\$53.17	\$54.23	\$55.32	\$56.43	\$57.55	\$58.70	\$59.88	\$61.08
9	110.00%	\$50.92	\$51.94	\$52.97	\$54.03	\$55.11	\$56.22	\$57.34	\$58.49	\$59.66	\$60.85	\$62.07	\$63.31	\$64.58	\$65.87	\$67.18
10	110.00%	\$56.01	\$57.13	\$58.27	\$59.44	\$60.63	\$61.84	\$63.08	\$64.34	\$65.62	\$66.94	\$68.27	\$69.64	\$71.03	\$72.45	\$73.90
11	110.00%	\$61.61	\$62.84	\$64.10	\$65.38	\$66.69	\$68.02	\$69.38	\$70.77	\$72.19	\$73.63	\$75.10	\$76.60	\$78.14	\$79.70	\$81.29
12	110.00%	\$67.77	\$69.13	\$70.51	\$71.92	\$73.36	\$74.82	\$76.32	\$77.85	\$79.40	\$80.99	\$82.61	\$84.26	\$85.95	\$87.67	\$89.42
13	110.00%	\$74.55	\$76.04	\$77.56	\$79.11	\$80.69	\$82.31	\$83.95	\$85.63	\$87.34	\$89.09	\$90.87	\$92.69	\$94.54	\$96.44	\$98.36

2026 CITY OF MINNETRISTA PAY PLAN (CR-3.5%)

GRADE	Steps															
	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
	1	3	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	\$23.87	\$24.35	\$24.83	\$25.33	\$25.84	\$26.35	\$26.88	\$27.42	\$27.97	\$28.52	\$29.09	\$29.68	\$30.27	\$30.88	\$31.49	
2	110.00%	\$26.25	\$26.78	\$27.32	\$27.86	\$28.42	\$28.99	\$29.57	\$30.16	\$30.76	\$31.38	\$32.00	\$32.64	\$33.30	\$33.96	\$34.64
3	110.00%	\$28.88	\$29.46	\$30.05	\$30.65	\$31.26	\$31.89	\$32.52	\$33.17	\$33.84	\$34.51	\$35.20	\$35.91	\$36.63	\$37.36	\$38.11
4	110.00%	\$31.77	\$32.40	\$33.05	\$33.71	\$34.39	\$35.07	\$35.78	\$36.49	\$37.22	\$37.97	\$38.73	\$39.50	\$40.29	\$41.10	\$41.92
5	110.00%	\$34.95	\$35.64	\$36.36	\$37.08	\$37.83	\$38.58	\$39.35	\$40.14	\$40.94	\$41.76	\$42.60	\$43.45	\$44.32	\$45.21	\$46.11
6	110.00%	\$38.44	\$39.21	\$39.99	\$40.79	\$41.61	\$42.44	\$43.29	\$44.16	\$45.04	\$45.94	\$46.86	\$47.79	\$48.75	\$49.73	\$50.72
7	110.00%	\$42.28	\$43.13	\$43.99	\$44.87	\$45.77	\$46.68	\$47.62	\$48.57	\$49.54	\$50.53	\$51.54	\$52.57	\$53.63	\$54.70	\$55.79
8	110.00%	\$46.51	\$47.44	\$48.39	\$49.36	\$50.35	\$51.35	\$52.38	\$53.43	\$54.50	\$55.59	\$56.70	\$57.83	\$58.99	\$60.17	\$61.37
9	110.00%	\$51.16	\$52.19	\$53.23	\$54.29	\$55.38	\$56.49	\$57.62	\$58.77	\$59.95	\$61.14	\$62.37	\$63.61	\$64.89	\$66.19	\$67.51
10	110.00%	\$56.28	\$57.41	\$58.55	\$59.72	\$60.92	\$62.14	\$63.38	\$64.65	\$65.94	\$67.26	\$68.60	\$69.98	\$71.38	\$72.80	\$74.26
11	110.00%	\$61.91	\$63.15	\$64.41	\$65.70	\$67.01	\$68.35	\$69.72	\$71.11	\$72.53	\$73.99	\$75.46	\$76.97	\$78.51	\$80.08	\$81.69
12	110.00%	\$68.10	\$69.46	\$70.85	\$72.27	\$73.71	\$75.19	\$76.69	\$78.22	\$79.79	\$81.38	\$83.01	\$84.67	\$86.36	\$88.09	\$89.85
13	110.00%	\$74.91	\$76.41	\$77.93	\$79.49	\$81.08	\$82.70	\$84.36	\$86.05	\$87.77	\$89.52	\$91.31	\$93.14	\$95.00	\$96.90	\$98.84

CITY OF MINNETRISTA

BUSINESS ITEM



Subject: Compensation Study Results and Pay Play Proposal

**Prepared By: Jasper Kruggel, City Administrator
Allie Polsfuss, Director of Administration**

Meeting Date: June 6, 2022

The intent of this memo is to review the findings of the compensation study performed by David Drown and Associates (DDA) and go over a proposed pay play, employee placement, and pay plan policy with the City Council.

Below you will see a funding strategy for a June 1, 2022, implementation date, but you will also have to consider budget implications in 2023. Based on feedback from the Personnel Committee, we are providing three options for implementation in 2023. The desired outcomes of this exercise are the following:

- Consider adoption of a new pay plan for the City of Minnetrista
- Consider adoption of a pay plan policy for the City of Minnetrista (Three options described below)
- Consider adoption of employee placement into the new pay plan
- Consider the promotion of Gary Peters from Public Works Superintendent to Director of Public Works

2022 Compensation Study Summary Information

Comparison Communities

- Sixteen cities were used as “market comparisons” for the City of Minnetrista:
 - Becker, Big Lake, Buffalo, Corcoran, Excelsior, Independence, Medina, Monticello, Mound, Orono, Rogers, Saint Michael, Shorewood, Victoria, Waconia, Wayzata
 - The purpose of sixteen cities is to ensure enough data collection for each position
- Seven cities were used as “regional competitors” for demonstration purposes only:
 - These cities are likely “next steps” or risks for our employees to move
 - Minnetonka, Maple Grove, Plymouth, Chanhassen, Chaska, Eden Prairie, Savage

Market Analysis

- The current City of Minnetrista pay plan is on average, -13% below our “market comparison” cities

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Proposed Pay Plan

- The proposed pay plan includes 12 grades and 10 steps; each grade has a separation of 10%, and each step has a separation that varies
- Having a variable step system incentivizes longevity within the organization, rather than just the annual COLA as the current pay system operates
- This proposed model is similar in concept to what City Council has adopted for the IUOE and LELS union agreements

Minnetrissa Proposed Pay Plan Structure										
Grade	Steps									
	2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	3.50%
	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Implementation Costs – June 1, 2022

- Gross total costs to implement - \$131,011.97
- Current 2022 budget surplus related to salaries - \$63,000
 - Vacant City Administrator, PW Superintendent OT savings with promotion, various non-union turnovers
- Net General Fund Impact - \$54,637.18
- Net Enterprise Fund (Water, Sewer, Stormwater, Cable Fund) Impact - \$13,374.79
- **Net total implementation costs – \$68,011.97**
- It is proposed to use general and enterprise fund unallocated fund balances to fund implementation in 2022

2023 Budget Considerations and Pay Plan Implementation Options

- 2023 Budget Considerations
 - City Council has ability to maneuver finances to mitigate the levy impact of this pay plan implementation in 2023
- Pay Plan Policy Options

Council Decision	Description	Budget Impact	General Fund Impact	Enterprise Fund Impact
Option 1	January 1, 2023 COLA increase	\$268,508.91	\$214,807.13	\$53,701.78
	January 1, 2023 Step Increase			
Option 2	January 1, 2023 COLA increase	\$256,055.93	\$204,844.74	\$51,211.19
	July 1, 2023 Step Increase			
Option 3	January 1, 2023 COLA increase	\$243,602.94	\$194,882.35	\$48,720.59
	No Step Increase			

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Public Works Superintendent Promotion

Mr. Peters began as the City’s Public Works Superintendent in May of 2012. Over his 10+ years with the City, the department has grown, his responsibilities have increased, and the position he occupies now is more similar to a Director of Public Works than a Superintendent position. Staff has created and evaluated a Director of Public Works position. This position oversees a budget of over \$3 million and provides day to day supervision of 10 full-time employees. There is a high level of decision making and this position’s decisions have a large impact to the organization. With Gary’s experience, knowledge of the department, and participation in management level discussions, the Personnel Committee recommends promoting Gary Peters to the Director of Public Works with a new salary rate of \$53.58 or \$111,446.60 which is comparable to the market study results for this position.

Attached Data Notes

- Benchmarks
 - Describes comparable cities and regional competitors
- Wage Data
 - Compares current Minnetrista wages with the market cities and regional competitors
- Proposed Pay Plan 2022
 - Describes the pay table recommended for adoptions
- Proposed Pay on June 1 Worksheet
 - Describes employee placement within the proposed pay plan
- Budget Impacts
 - Data related 2022 implementation costs
- Open Positions
 - Describes currently posted positions

Recommended City Council Action: Staff is requesting that City Council evaluate the data provided in this report and consider acting during the regular meeting to approve an option as described. Staff has queued up three resolutions for consideration at the regular meeting that will effectively approve the adoption of a new pay plan, adopt a pay plan policy, and promote Gary Peters from the Public Works Superintendent to the Director of Public Works. Staff anticipates a robust discussion about these options and looks forward to helping guide the decision-making process.

Does Recommended Action meet City Mission Statement? Yes No
Does Recommended Action meet City Goals/Priorities? Yes No

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

BENCHMARKS

Comparable Cities

City	Population
Becker	4,856
Big Lake	11,456
Buffalo	16,479
Corcoran	5,831
Excelsior	2,321
Independence	3,763
Medina	6,646
Minnetrista	7,692
Monticello	13,782
Mound	9,347
Orono	8,102
Rogers	12,991
Saint Michael	17,835
Shorewood	7,693
Victoria	9,918
Waconia	13,124
Wayzata	4,719
	9,209

Regional Competitors

Minnetonka	53,713
Maple Grove	66,903
Plymouth	78,351
Chanhassen	26,266
Chaska	27,622
Eden Prairie	63,456
Savage	31,407
	49,674

WAGE DATA

Job Title		Range Min	Range Max	Actual
Director of Public Safety		\$43.99	\$54.99	\$56.89
	Market	\$48.13	\$61.30	\$58.87
	Regional	\$64.55	\$80.32	\$77.11

Director of Administration		\$39.90	\$49.88	\$41.82
	Market	\$42.33	\$54.48	\$50.71
	Regional	\$52.49	\$66.56	\$61.47

Finance Director		\$41.90	\$52.37	\$52.15
	Market	\$47.47	\$58.59	\$56.16
	Regional	\$60.14	\$79.09	\$74.18

Public Works Superintendent		\$35.51	\$44.39	\$39.74
Director of Public Works				
	Market	\$48.23	\$59.75	\$57.69
	Regional	\$64.01	\$81.49	\$78.76

Community Development Director		\$39.90	\$49.88	\$49.77
	Market	\$45.77	\$57.74	\$56.04
	Regional	\$59.65	\$78.73	\$74.87

KEY

	City of Minnetrista current
	Market Average (Used in analysis)
	Regional Competitors Average
	Minnetrista Promotion Comparisons

Job Title		Range Min	Range Max	Actual
City Planner		\$27.04	\$35.15	\$29.94
Senior Planner				
	Market	\$39.09	\$48.16	\$45.91
	Regional	\$48.40	\$60.88	\$57.87

Associate Accountant		\$24.07	\$31.29	\$29.61
	Market	\$35.66	\$42.93	\$38.59
	Regional	\$28.98	\$35.79	\$33.70

City Clerk		\$25.51	\$33.16	\$30.83
	Market	\$32.77	\$40.30	\$38.89
	Regional	\$41.37	\$53.68	\$51.08

Customer Service/Comm. Asst.		\$20.21	\$26.27	\$23.58
	Market	\$21.82	\$27.21	\$23.70
	Regional	\$21.31	\$27.47	\$25.33

Utility Billing/Recycling Coord.		\$24.07	\$31.29	\$27.00
	Market	\$26.34	\$32.83	\$31.69
	Regional	\$28.25	\$36.01	\$33.89

KEY

- City of Minnetrista current
- Market Average (Used in analysis)
- Regional Competitors Average
- Minnetrista Promotion Comparisons

Job Title		Range Min	Range Max	Actual
Building Official		\$33.50	\$41.88	\$38.05
	Market	\$35.43	\$45.19	\$44.50
	Regional	\$50.21	\$66.03	\$61.62

Building Inspector		\$27.04	\$35.15	\$31.10
	Market	\$30.56	\$40.64	\$36.28
	Regional	\$35.70	\$46.77	\$42.00

Police Admin Asst. w/ Evidence		\$22.71	\$29.52	\$29.14
	Market	\$24.91	\$31.14	\$28.92
	Regional	\$29.52	\$40.08	\$36.70

Police Admin Asst.		\$21.42	\$27.85	\$31.34
	Market	\$23.47	\$30.62	\$29.19
	Regional	\$25.38	\$32.50	\$29.24

KEY

- City of Minnetrista current
- Market Average (Used in analysis)
- Regional Competitors Average
- Minnetrista Promotion Comparisons

Minnetrissa Proposed Pay Plan Structure

Grade	Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

PROPOSED PAY IMPLEMENTATION

City Position Title	Employee	Years of Service	In position	Actual 2022 Pay	Grade	Step	Steps										June 1 Pay	Annual Pay	% Increase
							1	2	3	4	5	6	7	8	9	10			
Director of Public Safety	Falls	28	11	\$56.89	10	9	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$63.03	\$131,102.40	10.79%
Director of Finance	Grimm	16	16	\$52.15	10	8	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$60.90	\$126,672.00	16.78%
Director of Administration	Polsfuss	2	2	\$41.82	10	1	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$49.52	\$103,001.60	18.41%
Director of Community Development	Abel	14	9	\$49.77	10	8	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.87	\$63.03	\$65.23	\$60.87	\$126,609.60	22.30%
Director of Public Works	Peters	10	0	\$39.74	10	4	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$53.58	\$111,446.40	34.83%
Building Official	Goodman	4	3	\$38.05	8	3	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91	\$42.99	\$89,419.20	12.98%
Senior Planner	Olson	8	0	\$29.94	8	3	\$40.92	\$42.36	\$43.84	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91	\$43.84	\$91,187.20	46.43%
City Clerk	Motzko	9	1	\$30.83	7	1	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01	\$37.20	\$77,376.00	20.66%
Building Inspector	Pool	0.5	0.5	\$31.10	6	1	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56	\$33.82	\$70,345.60	8.75%
Associate Accountant/Deputy Clerk	Boll	14	4	\$29.61	6	3	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56	\$35.53	\$73,902.40	19.99%
Utility Billing & Recycling Coordinator	Neumann	0.5	0.5	\$27.00	5	1	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51	\$30.75	\$63,960.00	13.89%
Public Safety Administrative Assistant with Evidence	Langenfeld	19	5	\$29.14	5	4	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51	\$33.27	\$69,201.60	14.17%
Public Safety Administrative Assistant	Brazil	36	19	\$31.34	4	7	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82	\$33.21	\$69,076.80	5.97%
Customer Service/Communications Assistant	Atkinson	2	2	\$23.58	3	1	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48	\$25.41	\$52,852.80	7.76%

BUDGET IMPACTS

Total Impact	
Current PR Budget 6/1-12/31	\$619,453.84
Proposed PR Budget 6/1-12/31	\$732,754.25
Budget Cost Increase	\$113,300.41

City Funds Impact	
Current General Fund Expenditure 6/1-12/31	\$494,823.55
Current Enterprise Fund Expenditure 6/1-12/31	\$124,630.29
Proposed General Fund 6/1-12/31	\$585,843.04
Proposed Enterprise Fund 6/1-12/31	\$146,911.21
Impact General Fund 2022	\$91,019.49
Impact Enterprise Fund 2022	\$22,280.92

Other Considerations	
Payroll balance 2022 in General Fund	-\$63,000.00
Benefits (PERA, FICA)	\$16,995.06
Net position after consideration	-\$46,004.94

Comprehensive Budget Impact	
Impact General Fund 2022	\$91,019.49
Impact Enterprise Fund 2022	\$22,280.92
Other Considerations	
2022 Payroll Savings	-\$63,000.00
2022 PERA/FICA Impact	\$17,711.56
Total Budget Impact	\$68,011.97

General Fund Impact	\$54,637.18
Enterprise (Water, Sewer, Storm) Fund Impact	\$13,374.79

OPEN POSITIONS

Position Title	City	Hourly Min	Hourly Max	Annual Min	Annual Max
Admin Assistant	Independence	\$22.00	\$25.00	\$45,760.00	\$52,000.00
	Brooklyn Park	\$50.07	\$67.74	\$104,145.60	\$140,899.20
Building Inspector	Eagan	\$37.69	\$47.74	\$78,395.20	\$99,299.20
Building Inspector	Lake Elmo	\$30.07	\$39.09	\$62,545.60	\$81,307.20
Building Inspector	Coon Rapids	\$37.29	\$46.47	\$77,563.20	\$96,657.60
Building Inspector	Waconia	\$40.00		\$83,200.00	
Planner	Fergus Falls	\$31.61	\$42.68	\$65,749.00	\$88,782.00
Comm Dev Director	Rochester	\$60.00	\$85.71	\$124,795.00	\$178,278.00
Comm Dev Director	Becker	\$50.48	\$64.90	\$105,000.00	\$135,000.00
Director of HR	Plymouth	\$62.86	\$81.06	\$130,741.08	\$168,604.32
Director of PW	Ramsey Co.	\$56.74	\$84.29	\$118,017.00	\$175,330.00
Finance and Payroll	Crystal	\$30.10	\$37.62	\$62,608.00	\$78,249.60
HR Generalist	Rochester	\$39.04	\$57.41	\$81,197.00	\$119,409.00
HR Manager	Richfield	\$48.99	\$62.96	\$101,900.00	\$130,957.00
HR Director	Hutchinson	\$42.55	\$63.85	\$88,500.00	\$132,800.00
Office Specialist	Lino Lakes	\$23.02	\$27.08	\$47,881.60	\$56,326.40
Office Support	Bloomington	\$27.65	\$29.33	\$57,512.00	\$61,006.40
PD records Specialist	Maplewood	\$22.11	\$28.24	\$45,988.80	\$58,739.20
PD records tech	Crystal	\$24.57	\$30.71	\$51,105.60	\$63,876.80
PW Office Specialist	Rosemount	\$26.15	\$32.72	\$54,392.00	\$68,057.60
PW operations Manager	Plymouth	\$47.58	\$61.30	\$98,972.00	\$127,500.00
Sernior Planner	Lakeville	\$68.18	\$47.62	\$141,814.40	\$99,049.60



Non-Union Employee Pay Plan Policy Adopted: June 6, 2022

PURPOSE

The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES

- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2022 Pay Plan Table

The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2022 Pay Plan (Effective June 1, 2022)

Grade	Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Process to Update

The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Step Increases

Following this process and affirmed annually by the Minnetrista City Council by approving an amended version of this policy, non-union employees shall receive a step increase at their pay grade if the employee is not already at a step 10, the employee has received a favorable annual performance review, and the employee is not on a performance improvement plan. Employees will receive this step increase on January 1 of each year.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

OPTIONAL



Non-Union Employee Pay Plan Policy Adopted: June 6, 2022

PURPOSE

The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES

- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2022 Pay Plan Table

The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2022 Pay Plan (Effective June 1, 2022)

Grade	Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Process to Update

The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Step Increases

Following this process and affirmed annually by the Minnetrista City Council by approving an amended version of this policy, non-union employees shall receive a step increase at their pay grade if the employee is not already at a step 10, the employee has received a favorable annual performance review, and the employee is not on a performance improvement plan. Employees will receive this step increase on July 1 of each year.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

OPTION 2



Non-Union Employee Pay Plan Policy Adopted: June 6, 2022

PURPOSE

The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES

- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2022 Pay Plan Table

The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2022 Pay Plan (Effective June 1, 2022)

Grade	Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Process to Update

The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

OPTION 3

RESOLUTION NO. 89-22

RESOLUTION APPROVING THE CITY OF MINNETRISTA NON-UNION PAY PLAN POLICY EFFECTIVE JUNE 1, 2022

WHEREAS, On March 21, 2022 the City Council approved a Professional Services Agreement with David Drown and Associates to complete a market compensation study; and,

WHEREAS, the results of that market compensation study yielded the results of a recommendation to adopt an updated Non-Union Employee Pay Plan Policy; and,

WHEREAS, the program objectives the Non-Union Employee Pay Plan Policy are:

To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community; and,

To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success; and,

To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Minnetrista approves the Non-Union Employee Pay Plan Policy described as Option __, effective June 1, 2022.

This resolution was adopted by the City Council of the City of Minnetrista on the 6th day of June, 2022, by a vote of ___ Ayes and ___ Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

RESOLUTION NO. 90-22

**RESOLUTION APPROVING THE PLACEMENT OF CITY OF MINNETRISTA
NON-UNION EMPLOYEES INTO THE PAY PLAN STRUCTURE**

WHEREAS, On March 21, 2022 the City Council approved a Professional Services Agreement with David Drown and Associates to complete a market compensation study; and,

WHEREAS, based on the results and analysis of the market compensation study, the City Council adopted the Pay Plan Policy on June 6, 2022; and

WHEREAS, based on the market comparison results, current salary, years of service with the City of Minnetrista, and internal equity, non-union employees will be placed into the pay plan structure according to the table below; and,

City Position Title	Grade	Step	New Rate
Director of Public Safety	10	9	\$63.03
Director of Finance	10	8	\$60.90
Director of Administration	10	1	\$49.52
Director of Community Development	10	8	\$60.87
Director of Public Works	10	4	\$53.58
Building Official	8	3	\$42.99
Senior Planner	8	3	\$43.84
City Clerk	7	1	\$37.20
Building Inspector	6	1	\$33.82
Associate Accountant/Deputy Clerk	6	3	\$35.53
Utility Billing & Recycling Coordinator	5	1	\$30.75
Public Safety Administrative Assistant with Evidence	5	4	\$33.27
Public Safety Administrative Assistant	4	7	\$33.21
Customer Service/Communications Assistant	3	1	\$25.41

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Minnetrista non-union employees will receive the new salary rate according to the table above, effective date to be June 1, 2022.

This resolution was adopted by the City Council of the City of Minnetrista on the 6th day of June, 2022, by a vote of ___ Ayes and ___ Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

RESOLUTION NO. 91-22

**RESOLUTION APPROVING THE PROMOTION OF PUBLIC WORKS
SUPERINTENDENT GARY PETERS TO DIRECTOR OF PUBLIC WORKS
EFFECTIVE JUNE 1, 2022**

WHEREAS, Gary Peters began employment for the City of Minnetrista on May 29, 2012, as Public Works Superintendent; and,

WHEREAS, Gary Peters has successfully worked in the Public Works Superintendent position, and based on his performance over the past ten years, along with the growth of the City, additional supervision responsibilities, increased budgetary responsibilities, and growth of our Public Works Department, he is now ready to move into the Director of Public Works position; and,

WHEREAS, the Director of Public Works job description has been created and evaluated to reflect the duties of the position; and,

WHEREAS, Gary Peter's promotion will include an increase and will be at a new rate of \$53.58 per hour as recommended by the Personnel Committee and affirmed by the City Council in the Council Work Session on June 6, 2022; and,

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Gary Peters be promoted to Director of Public Works at a new rate of \$53.58 per hour as recommended in the action item before the City Council for approval, effective date of the promotion to be June 1, 2022.

This resolution was adopted by the City Council of the City of Minnetrista on the 6th day of June, 2022, by a vote of ____ Ayes and ____ Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)