

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Consider Approval of 2026 Non-Union Pay Plan

Prepared By: Jasper Kruggel, City Administrator
Paula Bauman, Assistant City Administrator

Meeting Date: December 8, 2025

Issue: Consider approval of an updated “Non-Union Employee Pay Plan Policy” and employee placement into the updated plan for 2026.

Overview: At the November 17, 2025, City Council Work Session, City Council directed staff to update the non-union pay plan and subsequent employee placement within that pay plan. Attached you will find the amended “Non-Union Employee Pay Plan Policy”.

In the plan, employees will be placed based on a step at or above their 2025 wage with a 4% adjustment. Starting on January 1, 2027, employees will be eligible for a step increase and a City Council determined cost of living adjustment. Below is a table showing the non-union employee placement in the new pay plan.

Title	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
City Administrator	13	\$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
Director of Public Safety	12	\$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
Assistant City Administrator	12	\$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
Deputy Police Chief	11	\$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
Director of Finance	11	\$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
Director of Community Development	11	\$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
Director of Public Works	11	\$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
Public Works Supervisor	8	\$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
Building Official	8	\$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
Senior Planner	8	\$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
Engineer Tech	7	\$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
City Clerk	7	\$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
Senior Accountant	7	\$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
Building Inspector	6	\$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
Utility Billing & Recycling Coord.	5	\$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
Public Safety Admin w/Evidence	5	\$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
Public Safety Admin Assistant	4	\$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
Administrative Assistant	4	\$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

Recommended City Council Action: Staff recommends City Council approve the updated “Non-Union Pay Plan Policy” and approves the non-union employee placement within the new Non-Union Pay Plan Policy.

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.



Non-Union Employee Pay Plan Policy
 Adopted: June 6, 2022
 Amended: December 8, 2025

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

2026 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.

2026 Pay Plan (Effective January 1, 2026)

		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%
POINTS	GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100-125	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
126-170	2	\$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
171-184	3	\$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
185-216	4	\$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
217-225	5	\$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
226-263	6	\$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
264-300	7	\$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
301-360	8	\$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
361-370	9	\$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
371-405	10	\$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
406-500	11	\$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
501-612	12	\$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
613-781	13	\$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

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 15, 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, starting in 2027.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff, City Clerk