



Summary Report

Classification and Compensation Study for: City of New Prague, MN

September 2025

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Study Introduction

From June 2025, through September 2025, AutoSolve, Inc. conducted a comprehensive classification and compensation study for the New Prague, MN. The study focused on 86 employees and 33 classifications / job titles. The goal of this study was to create and improve compensation system that would aid the City in the following ways.

- Attract and retain qualified employees.
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
- Provide salaries commensurate with assigned duties.
- Provide justifiable pay differential between individual classes.
- Maintain a competitive position with other comparable government entities within the same geographic areas.

Study Methodology

To achieve the study's goals AutoSolve utilized both quantitative and qualitative tools to assess the City's current internal and external equity to provide the most appropriate recommendations.

Communication, Interaction, and the Kickoff Call

As illustrated in the **Study Methodology Diagram**, AutoSolve started off the study with a project kickoff call. The kickoff call allows the City management to learn more about the project, ask questions, and allows AutoSolve to request the appropriate data that we will need to complete the project effectively. AutoSolve emphasizes open communication throughout the project by holding weekly touchpoint meetings to discuss the project and review the workplan, providing weekly updates on the progress of the project, scheduling as need meetings with department heads, incorporating New Prague City's Project Team feedback throughout the project, and working alongside the City's project team during all phases of the project.

Current Pay Plan/Philosophy Evacuation

AutoSolve assessed the current pay plan structure at the beginning of the study. This analysis provides the starting point for any recommendations AutoSolve proposes.

Classification Evaluation Internal Equity

AutoSolve utilized two proprietary surveys to analyze the City's internal equity. The first Survey, Internal Anonymous Organizational Survey, allows AutoSolve to collect qualitative information about the organization, management, culture, and work environment.

The second survey, Internal Individual Employee Survey, allows AutoSolve to collect up to date classification/job duties and responsibilities. This data was utilized to update all the classification's job descriptions that were a part of the study.

Compensation Evaluation External Competition

AutoSolve performed an external market survey reaching out to a selected group of organizations that were deemed by both AutoSolve consultants and the City's project team to be direct competitors with the City. AutoSolve reached out to the selected peers to collect classification pay range data and benefit data. The results from the market survey were utilized in the development of the recommended compensations system.

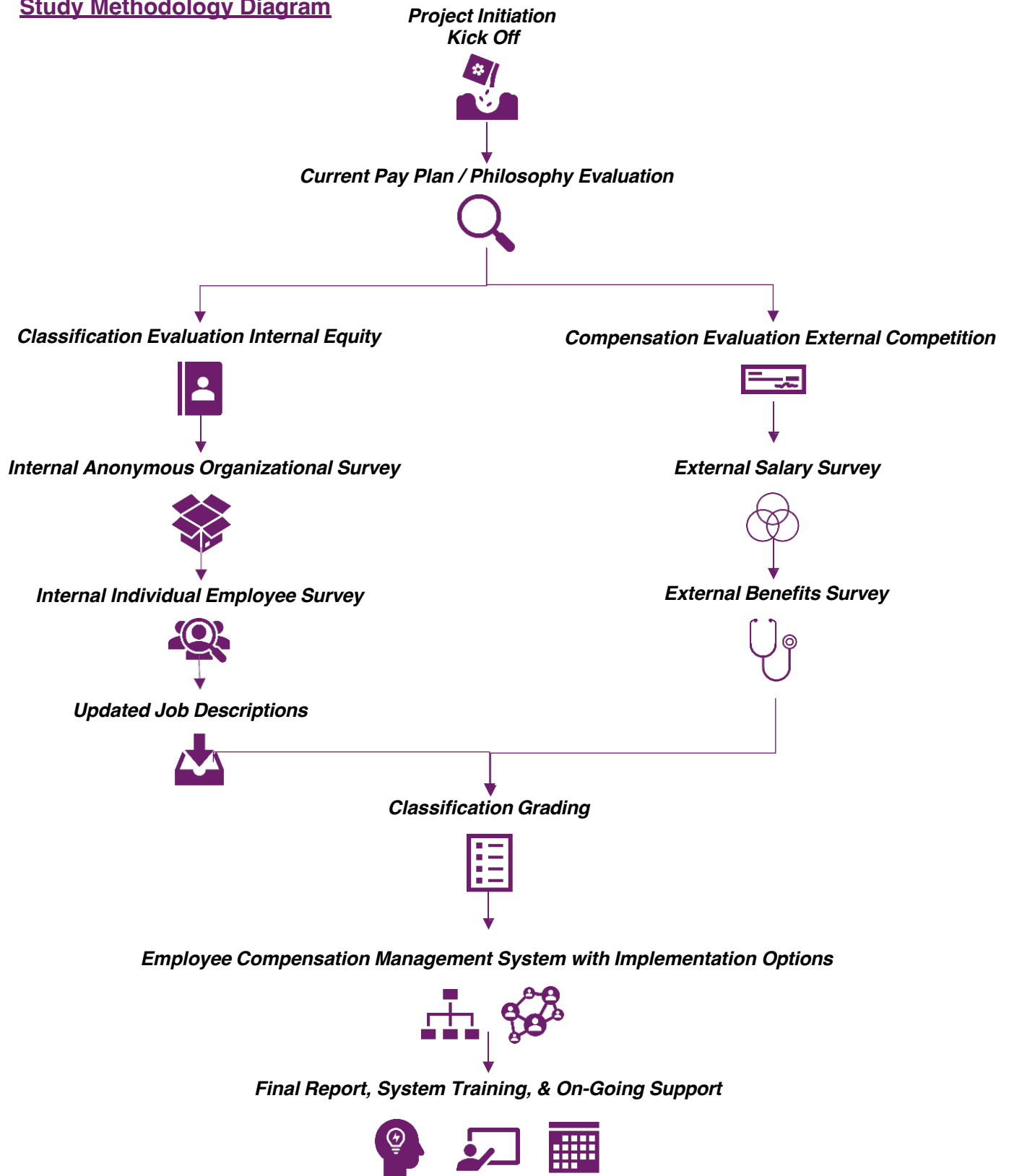
Classification Grading

Utilizing data from the Internal Individual Employee Survey and AutoSolve's own proprietary grading system, AutoSolve consultants provided a "rank" to each of the classifications that were a part of the study. The rank is based off the classification's duties, responsibilities, and impact within the City. The ranks assist in AutoSolve's assigning new classification grades.

Employee Compensation Management System with Implementation Options

The concluding recommendations and proposed compensation system were provided based on the synthesis findings of the overall study and the City's compensation philosophy. The recommendations were accompanied with multiple different ways to implement the proposed compensation system along with the estimated cost for each. AutoSolve also provided the City's project leadership team with an *Employee Compensation Management System*. The system is an excel spreadsheet that is designed aid the City in implementing and maintaining the proposed compensations system derived from this study.

Study Methodology Diagram



Market Peers

Peer Name	Cost of Living Index	COLI Factor
New Prague, MN	101.27	
City of Forest Lake, MN	108.07	0.937
City of Jordan, MN	105.39	0.961
Credit River, MN	105.39	0.961
City of Elk River, MN	100.30	1.010
City of Elko New Market, MN	105.39	0.961
Le Sueur County, MN	101.27	1.000
Lonsdale, MN	99.76	1.015
City of Montgomery, MN	101.27	1.000
North Field, MN	99.76	1.015
City of Prior Lake, MN	105.39	0.961
Scott County, MN	105.39	0.961
City of Belle Plaine, MN	105.39	0.961
City of Buffalo, MN	100.65	1.006
City of Savage, MN	105.39	0.961
City of Farmington, MN	105.18	0.963
Le Center, MN	101.27	1.000
Shakopee, MN	105.39	0.961

Study Summary - Proposed Compensation System

Study Summary is the aggregate of the analysis and findings discovered in this study. The combined findings were utilized to create the following recommendations.

Study Summary Findings

Client Specified Issues, Needs, and Compensation Philosophy

City of New Prague's project team expressed a desire for their compensation philosophy to provide at market average compensation relative to their operating market. The team also expressed a desire for the step plan to increase from 11 to 15 Steps to help support employee retention.

Section One: Review of the Current Pay Plan System:

The first step in the study was reviewing the internal equity of the organization. The AutoSolve team performed a deep dive into the current compensation structure utilized by City of New Prague. This detailed analysis provided the foundation for AutoSolve's recommendations. Listed below are the summary findings from Section One.

- The General plan includes uniform range spreads and grade progressions.
- Separate Pay range for the Line Worker classification.
- Stagnation in employee movement through their salary ranges.
- 0 employees are found below their minimums or above their maximums.
- 3 employees are within 5% of their supervisor's pay.
- 40 employees fall -5% or more below their expected hire year salary.

Section Two: Anonymous Survey:

The Anonymous Survey collected qualitative information about the organization, management, culture, and work environment from current employees. The data was then used to assess the internal equity of the Town and determine Opportunities for Improvement. Listed below are the proposed improvements that AutoSolve gathered from Section Two.

- Implement morale boosting and employee appreciation events/incentives.
- Improve communication between supervisors and upper management.
- Aim to support employee retention.

Section Three: Compensation Evaluation – Market Survey:

The Market Survey is a comprehensive examination of City of New Prague's compensation and benefit structure. The organization's external equity was evaluated by comparing City of New Prague's salary ranges and benefits to selected peer organizations. Listed below are the summary findings gathered from Section Three.

- City of New Prague is **3.44%** below the market minimum.
- City of New Prague is **3.37%** below the market midpoint.
- City of New Prague is **1.68%** below the market maximum.

Study Recommendations

Based on the combined findings found from each section of this study and the compensation philosophy for City of New Prague, AutoSolve recommends the following to addresses and resolves recruitment, retention, and compression issues:

- Recommended Implementation date of January 1st, 2026.
- Created Two pay plans: General Full Time Plan and a General Part Time Plan.
- Brought the General plans' proposed grade minimums to the market average.
- Brought all General Full Time grade range spreads to 46.00%.
- Increased the number of steps in the plan from 11 to 15.
- Proposed the Implementation Option: **Bring to New Minimum or a 3.30% increase.**
This implementation option adjusts each employee salary to the minimum of the new proposed pay grade. If the employee's current salary is already above the proposed minimum, then they will receive a salary increase of 3.30%. This option places all employees into their new proposed salary range and it guarantees a fair and equitable increase to all employees
- The 3.30% aligns with the average increase of per capita income over the past ten years within Le Sueur County, MN.

Recommended Proposed Pay Plans

The following charts found on **FIGURE S4.1** through **FIGURE S4.2** are the recommended proposed pay plans for City of New Prague's employees. The proposed pay plans were created to be at the market average relative to City of New Prague's market peers.

The proposed pay plans characteristics are as follows:

General Plan (Full Time)

- **Number of Pay Grades:** 16
- **Average Range Spread:** 46.00%
- **Smallest Minimum:** \$55,650.00
- **Largest Maximum:** \$207,600.15
- **Number of Departments:** 12
- **Employees Assigned:** 45

General (Part Time)

- **Number of Pay Grades:** 1
- **Average Range Spread:** 70.00%
- **Smallest Minimum:** \$24,960.00 (12.00 \$/Hr)
- **Largest Maximum:** \$42,432.00 (20.40 \$/Hr)
- **Number of Departments:** 4
- **Employees Assigned:** 41

Figure S4.1A
Proposed General Plan (FT)

Grade	Proposed Min	Proposed Midpoint	Proposed Maximum	Range Spread	Min Grade Progression	Step Progression
G1	\$55,650.00	\$68,449.50	\$81,249.00	46.00%	-	2.74%
G2	\$59,545.50	\$73,240.97	\$86,936.43	46.00%	7.00%	2.74%
G3	\$62,522.78	\$76,903.01	\$91,283.25	46.00%	5.00%	2.74%
G4	\$65,648.91	\$80,748.16	\$95,847.41	46.00%	5.00%	2.74%
G5	\$68,931.36	\$84,785.57	\$100,639.78	46.00%	5.00%	2.74%
G6	\$72,377.93	\$89,024.85	\$105,671.77	46.00%	5.00%	2.74%
G7	\$75,996.82	\$93,476.09	\$110,955.36	46.00%	5.00%	2.74%
G8	\$79,796.66	\$98,149.90	\$116,503.13	46.00%	5.00%	2.74%
G9	\$87,776.33	\$107,964.89	\$128,153.44	46.00%	10.00%	2.74%
G10	\$92,165.15	\$113,363.13	\$134,561.12	46.00%	5.00%	2.74%
G11	\$96,773.41	\$119,031.29	\$141,289.17	46.00%	5.00%	2.74%
G12	\$104,515.28	\$128,553.79	\$152,592.31	46.00%	8.00%	2.74%
G13	\$112,876.50	\$138,838.10	\$164,799.69	46.00%	8.00%	2.74%
G14	\$121,906.62	\$149,945.14	\$177,983.67	46.00%	8.00%	2.74%
G15	\$131,659.15	\$161,940.75	\$192,222.36	46.00%	8.00%	2.74%
G16	\$142,191.88	\$174,896.01	\$207,600.15	46.00%	8.00%	2.74%

Figure S4.1B
Proposed General Plan (FT Steps)

Grade	1	2	3	4	5	6	7	8
G1	\$55,650.00	\$57,174.80	\$58,741.38	\$60,350.88	\$62,004.49	\$63,703.40	\$65,448.86	\$67,242.15
G2	\$59,545.50	\$61,177.04	\$62,853.28	\$64,575.45	\$66,344.80	\$68,162.64	\$70,030.28	\$71,949.10
G3	\$62,522.78	\$64,235.89	\$65,995.94	\$67,804.22	\$69,662.04	\$71,570.77	\$73,531.80	\$75,546.56
G4	\$65,648.91	\$67,447.68	\$69,295.74	\$71,194.43	\$73,145.14	\$75,149.31	\$77,208.39	\$79,323.88
G5	\$68,931.36	\$70,820.07	\$72,760.52	\$74,754.15	\$76,802.40	\$78,906.77	\$81,068.81	\$83,290.08
G6	\$72,377.93	\$74,361.07	\$76,398.55	\$78,491.86	\$80,642.52	\$82,852.11	\$85,122.25	\$87,454.58
G7	\$75,996.82	\$78,079.12	\$80,218.48	\$82,416.45	\$84,674.65	\$86,994.72	\$89,378.36	\$91,827.31
G8	\$79,796.66	\$81,983.08	\$84,229.40	\$86,537.27	\$88,908.38	\$91,344.46	\$93,847.28	\$96,418.68
G9	\$87,776.33	\$90,181.39	\$92,652.34	\$95,191.00	\$97,799.22	\$100,478.90	\$103,232.01	\$106,060.54
G10	\$92,165.15	\$94,690.46	\$97,284.96	\$99,950.55	\$102,689.18	\$105,502.85	\$108,393.61	\$111,363.57
G11	\$96,773.41	\$99,424.98	\$102,149.21	\$104,948.08	\$107,823.64	\$110,777.99	\$113,813.29	\$116,931.75
G12	\$104,515.28	\$107,378.98	\$110,321.14	\$113,343.93	\$116,449.53	\$119,640.23	\$122,918.35	\$126,286.29
G13	\$112,876.50	\$115,969.30	\$119,146.84	\$122,411.44	\$125,765.49	\$129,211.45	\$132,751.82	\$136,389.19
G14	\$121,906.62	\$125,246.84	\$128,678.58	\$132,204.35	\$135,826.73	\$139,548.36	\$143,371.96	\$147,300.33
G15	\$131,659.15	\$135,266.59	\$138,972.87	\$142,780.70	\$146,692.87	\$150,712.23	\$154,841.72	\$159,084.36
G16	\$142,191.88	\$146,087.92	\$150,090.70	\$154,203.16	\$158,428.30	\$162,769.21	\$167,229.06	\$171,811.10

Figure S4.1C
Proposed General Plan (FT Steps)

Grade	9	10	11	12	13	14	15
G1	\$69,084.57	\$70,977.48	\$72,922.25	\$74,920.31	\$76,973.11	\$79,082.16	\$81,249.00
G2	\$73,920.49	\$75,945.90	\$78,026.81	\$80,164.73	\$82,361.23	\$84,617.91	\$86,936.43
G3	\$77,616.52	\$79,743.20	\$81,928.15	\$84,172.97	\$86,479.29	\$88,848.81	\$91,283.25
G4	\$81,497.35	\$83,730.36	\$86,024.56	\$88,381.61	\$90,803.26	\$93,291.25	\$95,847.41
G5	\$85,572.21	\$87,916.88	\$90,325.78	\$92,800.70	\$95,343.42	\$97,955.81	\$100,639.78
G6	\$89,850.82	\$92,312.72	\$94,842.07	\$97,440.73	\$100,110.59	\$102,853.60	\$105,671.77
G7	\$94,343.36	\$96,928.36	\$99,584.18	\$102,312.77	\$105,116.12	\$107,996.28	\$110,955.36
G8	\$99,060.53	\$101,774.77	\$104,563.39	\$107,428.40	\$110,371.93	\$113,396.10	\$116,503.13
G9	\$108,966.59	\$111,952.25	\$115,019.72	\$118,171.25	\$121,409.12	\$124,735.71	\$128,153.44
G10	\$114,414.92	\$117,549.86	\$120,770.71	\$124,079.81	\$127,479.57	\$130,972.49	\$134,561.12
G11	\$120,135.66	\$123,427.36	\$126,809.25	\$130,283.80	\$133,853.55	\$137,521.12	\$141,289.17
G12	\$129,746.51	\$133,301.55	\$136,953.99	\$140,706.50	\$144,561.84	\$148,522.81	\$152,592.31
G13	\$140,126.23	\$143,965.67	\$147,910.30	\$151,963.02	\$156,126.78	\$160,404.63	\$164,799.69
G14	\$151,336.33	\$155,482.92	\$159,743.13	\$164,120.06	\$168,616.93	\$173,237.00	\$177,983.67
G15	\$163,443.24	\$167,921.56	\$172,522.58	\$177,249.67	\$182,106.28	\$187,095.96	\$192,222.36
G16	\$176,518.70	\$181,355.28	\$186,324.39	\$191,429.64	\$196,674.78	\$202,063.64	\$207,600.15

Figure S4.2A
Proposed General Plan (PT)

Grade	Proposed Min	Proposed Midpoint	Proposed Maximum	Range Spread	Min Grade Progression	Step Progression
PT1	\$24,960.00	\$33,696.00	\$42,432.00	70.00%	-	7.88%

Figure S4.2B
Proposed General Plan (PT Steps)

Grade	1	2	3	4	5	6	7	8
PT1	\$24,960.00	\$25,924.19	\$26,925.63	\$27,965.75	\$29,046.05	\$30,168.09	\$31,333.46	\$32,543.86

Figure S4.2C
Proposed General Plan (PT Steps)

Grade	9	10	11	12	13	14	15
PT1	\$33,801.01	\$35,106.72	\$36,462.88	\$37,871.42	\$39,334.37	\$40,853.84	\$42,432.00

Recommended Pay Grade Assignments

Utilizing both the external market survey and AutoSolve's proprietary ranking analysis conducted on each classification. AutoSolve is proposing the following pay grade assignment for each classification. AutoSolve's proposed pay grade assignments ensures each classification is compensated competitively and fairly, externally within City of New Prague's operating market, and internally taking into consideration each classifications required duties, responsibilities, and experience relative to the other classification utilized by City of New Prague.

FIGURE S4.3 illustrate the proposed recommended pay grade for each classification within the proposed General Full and Part Time plans.

**Figure S4.3A
General Pay Plan Grade Assignments**

Classification	Grade
Administrative Assistant	G1
Customer Service/Acct'G	G1
Permit Specialist	G2
Police Records Technician	G2
Public Works Maintenance Worker	G2
Public Works Maintenance Worker	G2
Accountant I	G3
Utility Billing Specialist	G3
Mechanic	G4
Wastewater Operator I	G4
Water Operator I	G4
Accountant II	G5
Administrative Coordinator	G5
Wastewater Operator II	G6
Water Operator II	G6
Building Inspector	G8
Generation Supervisor	G8
Parks Supervisor/Maint.	G8
Planner	G8
Golf Superintendent	G9
Lineman	G9

Figure S4.3B
General Pay Plan Grade Assignments

Classification	Grade
Public Works Supervisor	G10
Building Official	G11
Wastewater Superintendent	G11
Electric Operations Supervisor	G12
Community Development Director	G14
Finance Director	G14
General Manager - Electric and Water	G14
Police Chief	G14
Public Works Director	G14
City Administrator	G16
Food and Beverage Worker	PT1
Golf Attendant	PT1
Golf Maintenance Worker	PT1
Parks Maintenance Worker - PT	PT1

Recommended Implementation Option

AutoSolve is recommending the implementation option: **Bring to New Minimum or a 3.30% Increase** for the Full-Time plan. This implementation option adjusts employee's current salary to the minimum of their classification's new proposed pay grade. This option will also apply an increase of 3.30% if an employee's current salary is already at or above their new proposed grade minimum. The employee will also receive a 3.30% increase if their adjustment to "Bring to New Minimum" is less than a 3.30% increase. With this implementation option, all employees will receive at least a 3.30% increase.

For the General Part-Time plan, AutoSolve is recommending the implementation option **Bring to New Minimum**. This implementation option adjusts employee's current salary to the minimum of their classification's new proposed pay grade. Any employee that has a salary more than their classification's new proposed pay grade will not receive any adjustment. This option ensures all part time employees will receive at least \$12.00 per hour.

AutoSolve is recommending the 3.30% increase based on the average per capita income increases in Le Sueur County, MN over the past ten years, (*Excluding Covid Outlier Years**), as shown in **FIGURE S4.7**. Per capita income is the measure of the average income earned in a specific geographic area divided by the area's population. This number considers real wages earned year to year that have received cost of living adjustments.

The total recommended implementation costs for The City of New Prague is \$214,384.49. The implementation will affect all 86 employees. **FIGURE S4.4** through **FIGURE S4.5** illustrates a cost breakdown of the recommended implementation option. FIGURE S4.6 is the combined implementation cost for the pay plans.

Figure S4.4
General Pay Plan (FT)
Implementation Cost

Implementation Options	Cost	Number Of Employees Affected	Average Change Per Employee	Average Percent Increase
Bring to New Minimum or a 3.30%	\$207,173.09	45	\$4,603.85	4.94%

**Figure S4.5
General Pay Plan (PT)
Implementation Cost**

Implementation Options	Cost	Number Of Employees Affected	Average Change Per Employee	Average Percent Increase
Bring to New Minimum	\$7,211.40	41	\$175.89	2.19%

**Figure S4.6
Combined Implementation Cost**

Cost	Number Of Employees Affected	Average Change Per Employee	Average Percent Increase
\$214,384.49	86	\$2,492.84	3.56%

**Figure S4.7
Historical Per Capita Income (Le Sueur, County, MN)**

Year	Per Capita Income	Percentage Change
2013	\$40,721.00	-
2014	\$42,627.00	4.68%
2015	\$43,899.00	2.98%
2016	\$45,464.00	3.57%
2017	\$46,481.00	2.24%
2018	\$48,817.00	5.03%
2019	\$49,672.00	1.75%
2020	\$53,911.00	8.53%
2021	\$60,043.00	11.37%
2022	\$61,581.00	2.56%
2023	\$63,719.00	3.47%

Average:	4.62%
Average Without Outliers (2020, 2021):	3.28%

Compensation Management System and Periodic Maintenance

Accompanying our recommendations, is an Employee Management System that will assist City of New Prague in the implementation and maintenance of the new compensation system. This management system will provide per employee implementation cost estimates. It will also aid in implementing and estimating cost for future pay plan increases.

The proposed system will need periodic maintenance over the next two to three years. Without maintenance, the competitiveness of the system will decrease, and the same retention/recruitment pitfalls will increase once again. AutoSolve strongly recommends City of New Prague to perform a complete compensation and classification study at least every three years.

Conclusion

This concludes the Comprehensive Compensation and Classification study for City of New Prague, VA by AutoSolve, Inc. AutoSolve proposed a new compensation system that addresses and resolves the retention, recruitment, and compression issues found within City of New Prague's current compensation system. The proposed compensation system was created to be competitive relative to City of New Prague's operating market, which will allow City of New Prague to recruit and retain the best talent possible.