

MAYER CITY COUNCIL WORK SESSION MINUTES – FEBRUARY 25, 2019

Call Work Session to order at 7:01 p.m. by Mayor Dodge.

PRESENT: Mayor Dodge, Council Members Boder, McNeilly, and Butterfield

ABSENT: Council Member Stieve-McPadden

STAFF: City Administrator McCallum, Public Works Kuntz, Public Works Hilgers, and Deputy Clerk Gildemeister

ALSO PRESENT: Steven Young

1. **Discussion on Pay Philosophy and Step/Range:** City Administrator McCallum presented Council with information on establishing a Pay Philosophy for City Staff. The City currently does not have an established pay structure. After reviewing four examples of pay philosophies, Council agreed that they like a combination of example 3 and 4. Council stated that a Step Philosophy will give clear lines to employees. Council agreed the City has struggled with range formats in the past and they are more comfortable with the Step format. Mayor Dodge requested that a statement be added to the policy stating the Step format be reviewed every two years.
2. **Discussion on Public Works Director Position:** City Administrator McCallum presented Council with her recommendation for the transition of Public Works Kyle Kuntz to Public Works Director Position. Public Works Kuntz will be able to take his Class A Waste Water License Test this spring and if successful, bring operations in-house. The City currently contracts with Greg Kluver, Kluver Consulting for it's Class A Waste Water License at a cost of \$1800.00/month. City Administrator recommended moving Public Works Kuntz into a Public Works Director position when he passes his test and can take on the responsibilities of the Waste Water Treatment Facility, eliminating the need for a contracted license holder. City Administrator recommended an hourly wage of \$34.00 for an annual salary of \$70,720 for the Public Works Director Position. Along with the transition of Public Works Kuntz, City Administrator recommends transitioning Public Works Worker II Jason Hilgers to Public Works Worker I. Hilgers wage would increase from \$24.00/hour, \$49,920 annually to \$26.10/hour, \$54,288 annually. Taking into account the 2019 budgeted increase, the City would see an increase of \$17,202 for Kuntz and \$1,872 for Hilgers for a total of \$19,074. The City currently budgets \$21,600 annually for Kluver Consulting. The City will also be taking on snow plowing for the 2019-2020 season with a budget of \$20,000 to cover salary costs.

Council discussed at length the Waste Water Class A License vs. the Public Works Director Position. Council reviewed the Wage Compensation Study Step chart. Mayor Dodge was concerned that the \$34.00 would start the Public Works Director Position at the top of the Step Level (Step 7 of 8 step levels). Council questioned if they have the correct comparables. After more discussion on the Wage Compensation Study, Council stated wage is not the issue and would be willing to restructure the step amounts as to start the Public Works Director Position at a mid-range level of 4 or 5. Council would like to continue discussion on the Public Works Director Position and directed City Administrator to acquire job descriptions and waste water data from Watertown and other surrounding cities for further discussion.

3. **Discussion on Liaison Seats on Commissions:** Staff asked for direction pertaining to Council Commission Liaisons being able to vote. Current ordinance language states that a Council Liaison can cast a vote. After a brief discussion, Council agreed to leave the language in the ordinance as is. No direction given to Staff.

MEETING ADJOURNED

There being no further business, the work session was adjourned at 8:05 p.m.

Attest: _____
Janell Gildemeister, Deputy City Clerk

Mike Dodge, Mayor

DRAFT