

The Cannon Falls City Council met in a regular session on Tuesday, August 18, 2015, at 6:30 p.m. in the City Council Chambers. Present were Mayor Robby Robinson and Council Members Bill Duncan, Jay Sjoblom, Morris Mattson, Rodney Holst, Cathy Gallups, and Merlyce Johnson. Also present were Ron Johnson, City Administrator; Lanell Endres, Assistant City Administrator; Dave Maroney, Community Development Director; and Jeffrey McCormick, Police Chief.

Call to Order Mayor Robinson called the City Council Meeting to order at 6:30 p.m.

Roll Call All members were present.

Pledge of Allegiance Mayor Robinson led in the recitation of the Pledge of Allegiance.

Approval of Agenda A motion was made by Council Member Johnson, seconded by Council Member Duncan and unanimously carried, to approve the agenda.

Public Input There was no public input.

Public Hearings:
Resolution 2144,
Certifying Unpaid
Utility Charges to be
Collected with Taxes

Assistant Administrator Endres provided background information, stating that this process is conducted quarterly to try to improve collection of utility charges. The public hearing provides an opportunity for public comment. She added that one particular account, with a large balance, has been brought current.

Mayor Robinson opened the public hearing at 6:32 p.m. No one came forward to speak. Mayor Robinson closed the public hearing at 6:33 p.m.

A motion was made by Council Member Johnson, seconded by Council Member Duncan and unanimously carried, to adopt Resolution 2144.

Consent Agenda

- A. Just and Correct Claims – Accounting Period Ending August 13, 2015
- B. Meeting Minutes for August 4, 2015, City Council Meeting
- C. Meeting Minutes for August 4, 2015, City Council Work Session
- ~~D. Approve Selection Process to Hire Police Officer~~ Pulled by Mayor Robinson
- E. Hire Unscheduled Part-Time EMT Employees
- ~~F. Police Supervisor Hire~~ Pulled by Mayor Robinson

A motion was made by Council Member Johnson, seconded by Council Member Duncan and unanimously carried, to approve the consent agenda as submitted, minus Items D and F.

Council Business:

Approve Selection
Process to Hire Police
Officer

Mayor Robinson recommended that Police Chief McCormick conduct the hiring process and present the selected applicant to the Council for approval, in order to expedite the process. Council Member Duncan inquired with regard to Officer Sullivan's official resignation. Police Chief McCormick stated that Officer Sullivan's resignation letter is anticipated by late August or early September, once his hiring process has been finalized with his new employer. Chief McCormick commented with regard to the benefits of streamlining the hiring process.

A motion was made by Council Member Johnson, seconded by Council Member Duncan and unanimously carried, to approve the selection process to hire a replacement police officer.

Police Supervisor Hire

Mayor Robinson indicated that it has been recommended to table this item pending further review and discussion with regard to pay grade and other issues.

A motion was made by Council Member Johnson, seconded by Council Member Duncan and unanimously carried, to table this item.

Compensation Study
Final Report

City Administrator Johnson reviewed the rationale for the project and indicated that Springsted was hired to conduct a market-type compensation study.

Ann Antonsen from Springsted provided an overview of the project and reviewed the study results. Information was based on 2015 wages. She discussed the selection process to determine a group of comparable municipal organizations for the study, which was then narrowed to a more relevant group of 21 communities for comparison purposes. This data was supplemented with data provided by the League of Minnesota Cities and their annual salary survey. Information was gathered related to each of the 32 positions employed by the City. Information was requested related to starting and maximum wage ranges along with current wages. A detailed analysis of the information was conducted to ensure that the data collected from the other communities matched each position for the City of Cannon Falls. A summary of the study results was reviewed, including market comparisons.

Administrator Johnson commented with regard to lower numbers of respondents for some positions. Ms. Antonsen commented with regard to differences in job duties and responsibilities compared to other communities.

Ms. Antonsen discussed that the City currently uses the State Job Match as a job evaluation system. In accordance with the Local Government Pay Equity Act, the State mandates that the City establish and maintain a job evaluation system for all positions. However, there have been no updates or changes to the State Job Match system since the mid-1980s. As a result, the City does not have a useful way to establish job values for either new or changed positions, and some positions are unique to the City with no market data available.

Recommendations include consideration of adopting a new job evaluation system and compensation plan that will work for the City moving forward, which will have the ability to accurately evaluate positions and have a compensation plan where positions fit. Ms. Antonsen indicated that many job evaluation systems are available.

Mayor Robinson reported that the Personnel Committee has recommended conducting a classification study, which will review all of the job descriptions in order to develop a new compensation plan, which will be competitive within the market. It is estimated that this project will cost approximately \$10,000 to \$15,000. Council Member Duncan added that Springsted could conduct in-depth employee interviews to help determine job duties and responsibilities. Council Member Mattson commented with regard to negative aspects of this process. Council Member Duncan commented with regard to the benefits of establishing a solid base of information to utilize during labor union contract negotiations. Administrator Johnson commented that 60% to 70% of the City's general fund budget is allocated toward personnel expenses so having a solid pay study is extremely important.

A motion was made by Council Member Holst, seconded by Council Member Duncan, to move forward with a more comprehensive compensation study. Administrator Johnson indicated that requests for proposals could be solicited for this project, or Springsted could be contracted to provide these services. Council Member Duncan recommended obtaining a proposal from Springsted. The motion was amended to move forward with the study, requesting a proposal from Springsted. A vote was taken, and the motion carried unanimously.

Reports:
Staff

Police Chief McCormick reported with regard to the Minnesota Toward Zero Deaths traffic safety program, which will focus on impaired drivers.

Mayor and Council Mayor Robinson provided a reminder to watch for pedestrians,
especially with the start of school after Labor Day.

Adjournment The meeting adjourned at 7:08 p.m.

Adopted by the City Council of the City of Cannon Falls on the 1st day of September, 2015.

Lyman M. Robinson, Mayor

ATTEST:

Ronald S. Johnson, City Administrator