



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL SPECIAL MEETING

City Hall - Council Chambers

May 6, 2013

4:30 – 6:00 p.m.

***** Please note: There will be no public comment taken at the meeting. *****

CALL TO ORDER

ROLL CALL

REVIEW CANDIDATES AND DISCUSS THE INTERVIEW PROCESS FOR THE CITY ADMINISTRATOR POSITION

CONSIDER CONDUCTING AN EMPLOYEE COMPENSATION STUDY

ADJOURNMENT



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

May 2, 2013

Sara Taylor
Acting City Administrator and Planner
Bayport City Hall
294 North 3rd St.
Bayport, MN 55003

Dear Sara:

Please pass this information along to the City Council. The purpose of the Monday, May 6 briefing is the following:

1. Update on the search process and applicant pool
2. Presentation of the candidates that we are screening (review the matrix which will be distributed at the meeting)
3. Discuss if further screening is needed
4. Discuss and identify interview process, schedule and details (please bring your calendars to the meeting)
5. Identify candidates that we want to interview

Also, please advise that at this point in the process, the candidate names and information are not public data. This information shall be kept confidential.

Sincerely,

Dave Unmacht
Springsted Incorporated



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: May 1, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Subject: Consider a quote for services to conduct an employee compensation study

BACKGROUND

To maintain pay equity compliance, as required by the State of Minnesota Local Government Pay Equity Act, municipalities are required to establish a job classification system and compensation plan for its employees. In 1998, the city completed a full compensation study for each city employee position, which included updating job descriptions, assigning evaluation points to retain pay equity and comparable worth, and establishing a salary step compensation schedule. Through the years, job descriptions have been updated and positions have been reclassified within the compensation schedule to reflect changes in personnel and service needs of the organization, using classification systems and salary surveys developed by the League of Minnesota Cities (LMC). However, a full compensation study has not been completed for over 15 years.

Over the past several years, the city's Secretary/Receptionist Karen Huftel has requested that her job description be updated to more accurately reflect her duties and responsibilities and that the city consider an adjustment to the salary grade for her position. In 2008, the city conducted a time spent study for the position, as well as a salary comparison with similar positions/municipalities using the Twin Cities Metropolitan Area Compensation Survey for Units of Government, as well as other salary studies and resources available from LMC. At that time, the results of the study did not warrant a reclassification or adjustment in salary. However, since that time, Karen has requested her position be reviewed in further detail, by a firm that specializes in evaluating job classifications and compensation plans.

I recently discussed reviewing Karen's position, as well as completing a full compensation study for each city position, with Dave Unmacht, Springsted Inc., as this firm has experience with this type of work and is already familiar with staff and the organization. Dave has provided a cost estimate for conducting each of the tasks, for City Council consideration (see attached).

It should be noted that in order to maintain compliance with pay equity and accurately represent the current positions, the city should consider conducting a full compensation study in the near future. However, the City Council may wish to consider a review of Karen's position at this time, per her request, separate from the complete study. It should also be noted that based on outcomes of the studies, the city may need to reclassify positions and/or implement adjustments in salary grades, which may result in a wage increase or decrease for certain positions.

RECOMMENDATION

Staff recommends the City Council consider the cost estimates provided by Springsted, Inc. and provide direction on whether to proceed with conducting an employee compensation study.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

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Fax: 651-223-3002
www.springsted.com

April 30, 2013

Sara Taylor
Acting City Administrator and Planner
Bayport City Hall
294 North 3rd St.
Bayport, MN 55003

Dear Sara:

Springsted Incorporated is pleased to offer this proposal of compensation and classification services for the City of Bayport, Minnesota. We appreciate the City of Bayport's confidence in Springsted's executive search services, and can assure you of the same high quality work with this project as well. Following are the project options and proposed pricing:

Option 1

Review and update of a single job description, including market survey of up to 10 comparatives and compensation adjustment recommendation (if any): \$375.00

Option 2

A full compensation and classification study for all positions including full market survey, job evaluations, compensation plan adjustment recommendation and employee orientation: \$7,000.00

Please feel free to contact me or Dave Unmacht at 651.223.3047, should you have any questions or need additional information or explanation of the project pricing provided above.

Sincerely,

Julie Urell
Management Consulting Services
651-223-3041
jurell@springsted.com