

**PLATTEVILLE COMMON COUNCIL PROCEEDINGS**  
**JANUARY 26, 2016**

The special meeting of the Common Council of the City of Platteville was called to order by Council President Eileen Nickels at 5:34 PM in the Community Room of the Police Department.

ROLL CALL

Present: Barbara Daus, Mike Denn, Tom Nall, President Eileen Nickels, Amy Seeboth-Wilson, and Barbara Stockhausen. Ken Kilian arrived at 5:39 PM. Absent: None.

WORK SESSION

*Compensation Strategy – Carlson Dettmann Consulting* – City Manager Karen Kurt and Charlie Dettmann, owner of Carlson Dettman Consulting (CDC) met with the Council to strategize policy questions with regard to the job classification and compensation study. Kurt distributed a handout entitled “Job Classification and Compensation Project” and started out the work session with an overview of the Council’s decision back in October to contract with Carlson Dettmann Consulting for a job classification and compensation study for the City employees. Kurt reviewed that that there was no compensation system adopted after Act 10, so there is no system for managing salaries outside of the individual salaries adopted by the Council, which is highly unusual for a workforce of our size. New employees have been hired at significantly lower rates with no means of advancement, leaders are unable to communicate with new or future employees what to expect with respect to salaries, and leaders and employees are concerned that peers in the same or similar positions are paid differently. Objectives of the study were to verify that job descriptions are clear and accurate, rate jobs using consistent and established factors, establish pay ranges, ensure compliance with applicable laws, and to improve market competitiveness. Criteria for project success includes an end result that advances the City’s ability to attract/retain talent, is easily understood and supported by elected officials, managers and employees, the classification portion of the project is completed by the end of February, employees believe the project communication was open, consistent, and fair, and disruption is minimized. The job analysis and evaluation portion of the study starts with information provided by the employee through a thorough job questionnaire and then reviewed and supplemented by the supervisor and department head. Jobs are then rated by CDC, an independent consultant. It was stressed that job evaluations rate the duties and responsibilities of the position relative to other positions not the performance of the individual in the position. Not everyone will get the same pay increase moving forward. Creating a fair compensation system for everyone requires that individuals are treated fairly and consistently, but not necessarily the same. Issues identified through the study will need to be prioritized and it will take multiple years to fully implement the plan. Some positions may be miscategorized with respect to the FLSA and overtime eligibility. Most employee’s current salaries will be within the newly assigned range. However some may be outside of their new range and require a pay adjustment, others may be above the new range and be “frozen” until the range catches up. Within the new salary range, some employees may qualify for “step” increases, while others may not. The project was funded from the 2015 merit budget (\$10,000) with an option to set aside additional funds (\$11,000) to do a market analysis before designing the compensation plan. Kurt was happy to report that Carlson Dettmann Consulting had agreed to do the market analysis for \$5,000 (instead of \$11,000) due to the high level of experience she has with this type of process. The project is on track – employees have finished their job description questionnaires, supervisors have reviewed and supplemented, and Mr. Dettmann is in the process of doing the job evaluation interviews with the each of the Department Heads.

The next step is the compensation plan design. The Council was tasked with the following policy questions:

1. What market does the City want to use for comparisons? *It was the consensus of the Council that Portage, Burlington, Monroe, Marinette, Waupun, Two Rivers, Baraboo, Fort Atkinson, Chippewa Falls, Hartford, River Falls, Whitewater, Kaukauna, Menomonie, Beaver Dam, Menasha, Wisconsin Rapids, Marshfield, and potentially Mt Horeb would be used for the market study.*

2. What position (high, low, middle) does the City want to take in those markets? *It was the consensus of the Council to see the results of the data first, then decide.*
3. How does the City want to administer its future plan – general increases, steps, pay for performance, combination? Mr. Dettmann noted that most communities use the step system or step/pay for performance combination and discussed with the Council how that works. Much discussion was held regarding pay for performance. City Manager Kurt stated that she would be comfortable with pay for performance for Department Heads, but the City simply doesn't have the budget to implement a meaningful program. *It was the consensus of the Council to have Mr. Dettmann provide both the step system and a combination step/pay for performance system for the Council to review before making a decision.*

The results of the job classification and compensation study is expected to be presented to the Council the last meeting in February.

ADJOURNMENT

Motion by Stockhausen, second by Denn to adjourn. Motion carried on a roll call vote. The meeting was adjourned at 6:46 PM.

Respectfully submitted,

Jan Martin, City Clerk