

# **Canton City Council**

March 9, 2022 – 6 p.m.

## **Regular Meeting Agenda**

1. Call to order
2. Pledge of Allegiance
3. Approval of agenda
4. Consent agenda
  - a. Approval of February minutes
  - b. Approval of March disbursements
  - c. Approval of \$100 Mabel-Canton Post Prom donation
  - d. Approval of Resolution 2022-05 to reestablish precincts and polling places
5. Public comments
6. Reports
  - a. Mayor
  - b. Clerk
  - c. Public Works
    - i. Discussion on Ford F-250 pickup
  - d. Fire Department
  - e. Police
  - f. Planning Commission
  - g. Other
7. Unfinished business
  - a. Discussion on streetlight holiday decorations
  - b. Other
8. New business
  - a. Discussion on Preliminary Engineering Report: Daren Sikkink & Kevin Graves, WHKS
  - b. Discussion on Classification & Compensation Study: Mark Goldberg, DDA Human Resources
  - c. Discussion on employee job descriptions
  - d. Discussion on economic development opportunities: Chris Hahn, CEDA
  - e. Other
9. Adjourn

### **Upcoming meetings**

Next regular meeting: April 13, 2022 at 6 p.m.

**This is a preliminary draft of the February 9, 2022, minutes as interpreted by the city clerk for use in preparing the official minutes. There may be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the city council.**

**Canton City Council Regular Meeting Minutes  
February 9, 2022**

The Canton City Council held its regular monthly meeting on February 9, 2022, at the Canton Town Hall. Members present: Mayor Nick Prestby, Carl Ernst, Randy Gossman and Josh Nordsving. Cindy Shanks was absent. City staff present: Brock Bergey, Jim Davis, Barb Kerns and Jon Nordsving. Visitors present: Jennifer Dowling, Wanda Hanson, Bill Richardson and Kristy Ziegler

Mayor Prestby called the meeting to order at 6 p.m., with the Pledge of Allegiance recited by all.

Motion by Ernst, second by Josh Nordsving to approve the agenda; motion carried. Motion by Nordsving, second by Ernst to approve the consent agenda (approval of January minutes, approval of February disbursements and approval of proposed 2022-2023 city prosecution agreement with Fillmore County); motion carried.

**Public comments:** None

**Mayor's report:** Mayor Prestby briefed the council on his participation in the 2022 Elected Leaders Institute: Foundational Program through the League of Minnesota Cities (LMC). The two day event, held in Plymouth on February 4 and 5, included sessions on integrity and ethics, strategic planning and decision-making, managing risk, finance, equity and inclusion, community engagement, communication, policymaking, and meeting facilitation. Mayor Prestby encouraged councilmembers to consider attending future learning opportunities sponsored through LMC.

**Clerk's report:** In his clerk report, Bergey reported there were 15 delinquent utility accounts, with no service disconnection occurring since the January meeting. 32 pet licenses have been issued for 2022. Updates were provided on the employee wage study and preliminary engineering report on the water and wastewater systems, with final presentations expected in March. Two inoperable motor vehicles were brought to the council's attention. Bergey was directed to send letters to both owners asking for voluntary compliance in removing them from their respective locations. Failure to comply within seven days will result in a citation issued by law enforcement. Bergey shared information about an opportunity to apply for a free study for downtown district renovations. Such downtown assessments typically cost between \$5,000 and \$10,000, but thanks to a grant from Southeast Minnesota Initiative Foundation (SMIF) there are not costs for the recipient cities. Applications are due on March 31. The council instructed Bergey to submit an application.

**Public Works report:** Nordsving noted the transmission went out of the 2008 Ford truck, which has approximately 193,000 miles on it. He was directed to get price estimates for a refurbished transmission.

Nordsving revisited the \$2,800 quote for a 2022 Hustler Excel Zero Turn lawn mower, first presented to the council in January. The 2022 budget includes \$3,000 for the purchase. Motion by Josh Nordsving, second by Ernst to approve the purchase; motion carried.

**Fire Department:** Fire Chief Bill Richardson provided a 2021 annual report. He stated the fire department responded to 17 calls last year: 4 for motor vehicle crashes, 4 for mutual aid services, 3 for fire services, with six additional calls for other emergency response services. On behalf of the 20-member department, Chief Richardson expressed gratitude to the community for its generous financial support in 2021.

**Police:** None

**Planning Commission:** Zoning Administrator Josh Nordsving stated his intent to have the council review and make needed updates to the City's zoning ordinances in the coming months.

**Unfinished business:**

Motion by Ernst, second by Josh Nordsving to approve Resolution 2022-04 to place conditions on the public sale of the former school property, set to be auctioned off by Fillmore County on March 1, 2022, for \$1.00 from tax forfeiture; motion carried. The resolution will be shared with the Fillmore County Board of Commissioners.

Mayor Prestby encouraged the council to prepare a victim impact statement to present at the court sentencing for former city clerk/treasurer Lolly Melander on March 7, 2022. This is the council's opportunity to address Ms. Melander and inform the court as to how her actions have impacted the City of Canton. Mayor Prestby offered to take lead on preparing the statement on behalf of the citizens of Canton.

Motion by Ernst, second by Gossman to amend the animal ordinance to allow for the permitting of up to six hen chickens on a residential property; motion carried. It was stress that an annual permit is required, which includes an acknowledgment form that must be signed by all adjoining property owners.

**New business:**

Motion by Josh Nordsving, second by Gossman to redeem the Mitson Fund CD (\$21,592.14 balance on December 31, 2022), with the funds transferred into the Mitson Fund checking account for future improvements to the facility.

Motion by Gossman, second by Josh Nordsving to grant a partial release of mortgage for the Galligan Estate; motion carried.

Bergey presented the 2021 internal financial report. Cash balances, for year ended December 31, came in at \$318,868, with reserve fund balances totaling \$313,907. General Fund expenditures totaled \$264,459, with revenues totaling \$314,150 last year. The nearly \$50,000 gain includes Canton's American Rescue Plan Act funds. The Water Fund experienced a more than \$15,000 loss in 2021, with the unexpected \$30,000 in repairs to Well #1 accounting for the budget shortfall. In order to cover the costs, Bergey noted all Water Fund reserves were depleted last year. On paper, the news was better for the Sewer Fund, with a \$10,500 gain reported in 2021; however, last year, there was no bond payment issued due to a refinancing note. Had there been a bond payment due in 2021, Bergey stated the Sewer Fund would have

shown a loss of approximately \$10,000. The complete 2021 financial report is available on the City's website.

The council approved a logo and slogan to help brand Canton as "Southeast Minnesota's First Stop." The blue and green design plays off of the City's geographic location, as the first incorporated Minnesota city on the busy U.S. 52 corridor.

At the suggestion of a resident, the council discussed the current operation hours of city hall. The resident inquired about additional afternoon hours, at least one day a week. On a three month trial basis, the council opted to expand city hall hours to 5 p.m. on the second Wednesday of the month. Residents will be notified of the change in the March newsletter.

The council was informed of a resident's offer to cover the costs to purchase four additional snowflake streetlight decorations to illuminate Main Street during the holidays. The five foot snowflakes, featuring 90 LEDs, are on sale through March 31 for \$417. Their regular list price is \$518. With the four additional donated snowflakes, 12 of the 15 Main Street light poles (equipped for such displays) would be decorated. It was decided to see if additional community members wish to contribute toward additional displays. The topic will be revisited in March.

Motion by Ernst, second by Josh Nordsving to adjourn at 7:30 p.m.; motion carried.

March 2022 Disbursements

DRAFT

**General Fund**

Acentek	219.38	City hall, town hall services	
Amazon	12.81	HDMI cable for town hall projection system	EFT
Amazon	57.70	3 hole punch replacement, file folders, ink refill	EFT
Amazon	59.99	Storage totes	EFT
Bergey, Brock	67.86	Mileage to/from Rochester for audit	
Canon Financial Services	44.00	Copier lease	
Canton Heating & Cooling	250.55	Manhole risers	
Fillmore County Journal	108.54	Legal notice for chicken ordinance	
LMC Insurance Trust	8,134.00	Workers' compensation premium	
MiEnergy		City hall electric	
MiEnergy		Town hall electric	
MiEnergy		Bus shed electric	
MiEnergy		Street lights electric	
MiEnergy		Welcome sign electric	
MiEnergy		Ball field electric	
Minnesota Energy Resources	161.54	City hall gas	
Minnesota Energy Resources	272.96	Maintenance shop gas	
Minnesota Energy Resources	494.76	Town hall gas	
Newman Heating & Cooling	314.99	Town hall furnace repair	
Nordsving, Jon	50.00	Cell phone stipend	
Preston Dairy & Farm	111.00	Backhoe fuel	EFT
Tri-State Business Machines	70.69	Copier monthly contract	
US Postmaster	1.36	Postage for Galligan parital mortgage release	EFT
ZZ Tap	80.00	Holiday Adopt-A-Planter prize reimbursement	
<b>Total General Disbursements</b>	<b>10,512.13</b>		

**Mitson Fund**

MiEnergy		Mitson electric	
<b>Total Mitson Disbursements</b>	<b>0.00</b>		

**Water Fund**

Acentek	39.15	Dailer system	
Gopher State One Call		Locates	
MiEnergy		Pump house electric	
Minnesota Department of Health	441.00	Q2 water supply service connetion fee	
Minnesota DNR	147.47	Annual water permit	EFT
Minnesota Rural Water Association	320.00	Annual membership fee	EFT
US Postmaster	5.10	Water sample postage	EFT
WHKS	3,874.00	PER third payment	
Yoder B&H	17.00	Water sample postage	
<b>Total Water</b>	<b>4,804.57</b>		

**Sewer Fund**

Acentek	39.15	WWTF services	
MiEnergy	1,388.58	WWTF electric	
Utility Consultants	172.79	WWTF samples	
<b>Total Sewer Disbursements</b>	<b>1,600.52</b>		

**Garbage Fund**

Richard's Sanitation	2,276.02	February collection	
<b>Total Garbage Disbursements</b>	<b>2,276.02</b>		

**Fire Department**

Acentek	64.95	Internet service	
Canton Heating & Cooling	81.61	Quick release plug for rescue truck	
Magnuson, Jason	260.00	Reimbursement for Active911 subscription	
MiEnergy		Fire hall electric	
MiEnergy		Cooler electric	
Minnesota Energy Resources	401.63	Fire hall gas	
<b>Total Fire Dept. Disbursements</b>	<b>808.19</b>		

**Total Disbursements 20,001.43**

\*EFT = Electronic Funds Transfer

Mabel-Canton Post Prom

January 28, 2022

Though it's still winter, the parents at Mabel-Canton High School are busy planning our Post Prom Party. Prom is scheduled for May 7th with Post Prom to follow at the high school. As in the past, it has been our intent to furnish an alcohol-free all-night party for the students which provides for safety and a lot of fun. Plans for this year's party include stage entertainment with a hypnotist, various games, and door prizes and drawings throughout the night. This party has been a huge success in the past and 95% of our students and their dates attend all night.

The Post Prom party is sponsored by Junior Class parents therefore, it is not a school sponsored event, so contributions from local individuals and businesses help to provide for this worthy cause for our children.

Due to the current pandemic, our fundraising has become more challenging. We would like to express our sincere gratitude and appreciation for your help in previous years and would appreciate any donation you could contribute to our Post Prom party this year; may it be money or a prize item. With your support and generosity, our event will once again be a huge success.

Thank you so much.

Parents of the Mabel-Canton Class of 2023

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Mabel-Canton Post Prom Donation

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Amount: \_\_\_\_\_

If you need us to pick up a donation, please contact Stephanie Morken (507) 450-3131 or email at [stephanie45morken@gmail.com](mailto:stephanie45morken@gmail.com). Please make checks payable to M-C Post Prom Committee.

Please mail your contribution to:

Mabel-Canton School  
ATTN: Post-Prom Committee  
316 W Fillmore Ave  
Mabel MN 55954

# City of Canton

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## Resolution #2022-05 RESOLUTION TO REESTABLISH POLLING PRECINCTS AND POLLING PLACES

**Whereas**, the legislature of the State of Minnesota has been redistricted, and;

**Whereas**, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first.

**Now, therefore, be it resolved**, that the City Council of the City of Canton, County of Fillmore, State of Minnesota, hereby reestablishes the boundaries of the voting precincts and polling places as follows:

**Precinct 1 (Vote by mail ballot)**  
Entire City of Canton

Passed and adopted by the Canton City Council this 9<sup>th</sup> day of March 2022.

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**Nicholas Prestby, Mayor**

ATTEST:

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**Brock Bergey, City Clerk**

**Clerk's Report  
March 9, 2022**

**By the numbers** (will be updated day of meeting)

- Current delinquent accounts: \_\_\_ totaling \$ \_\_\_\_\_
- January late fees: \$ \_\_\_\_\_
- Water service disconnections: \_\_\_\_\_
- ACH accounts: \_\_\_\_\_
- 2022 pet licenses: \_\_\_ total; \_\_\_ cats, \_\_\_ dogs
- 2022 ATV/UTV/golf cart permits: \_\_\_\_\_

**Citizen communications**

- Administrative citation issued for unlicensed vehicle

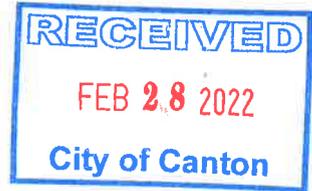
**Updates**

- Melander sentencing
- Tax forfeited properties sold at public auction
- 2021 audit
- Garbage and recycling service costs
- Additional city hall hours



## 2021 Fillmore County Forfeiture Property Auction Sale Held on March 1st, 2022

ITEM #	PARCEL #	CITY/TWP	Basic Price	SOLD TO	PURCHASE PRICE
Sale Item #1	06.0196.000	Rushford City	\$ 1,000.00	<b>SOLD</b> 4B Property Management LLC (Cory & Jackie Baker)	\$ 1,000.00
Sale Item #12	06.0103.020	Rushford City	\$ 100.00	<b>SOLD</b> David & Lynn Hinz	\$ 100.00
Sale Item #2	08.0156.010	Canton Township	\$ 100.00	<b>SOLD</b> Amish Valley Cabins (Craig & Julene Stortz)	\$ 100.00
Sale Item #3	08.0181.020	Canton Township	\$ 100.00	<b>SOLD</b> Amish Valley Cabins (Craig & Julene Stortz)	\$ 100.00
Sale Item #4	09.0195.020	Canton City	\$ 1.00	<b>SOLD</b> Sparrow Valley Properties, LLC (Joel Pfeffer)	\$ 2,000.00
Sale Item #5	09.0172.000	Canton City	\$ 500.00	<b>SOLD</b> David Wood & Laurie Schultz	\$ 7,500.00
Sale Item#6	19.0136.000	Lanesboro City	\$ 15,000.00	<b>SOLD</b> Sparrow Valley Properties, LLC (Joel Pfeffer)	\$ 46,000.00
Sale Item #7	28.0385.000	Forestville Township	\$ 5,000.00	<b>NO SALE</b>	\$ -
Sale Item #8	34.0034.000	Ostrander City	\$ 1.00	<b>SOLD</b> Chad Hamersma	\$ 100.00
Sale Item #9	36.0282.000	Spring Valley City	\$ 800.00	<b>NO SALE</b>	\$ -
Sale Item #10	36.0727.000	Spring Valley City	\$ 4,100.00	<b>SOLD</b> Michael Brock	\$ 4,100.00
Sale Item #11	02.0093.000	Mabel City	\$ 1,000.00	<b>SOLD</b> Halher Investments, LLC (John Halloran)	\$ 1,000.00



Richard's Sanitation LLC

Greg Skauge, Owner

P O Box 226

Caledonia MN 55921

Phone/fax: 507(724-2086) E-mail: info@richardssanitation.com

DATE: February 24, 2022

TO: Brock

RE: Fuel Prices

As per contract the current fuel rate falls within the 2% increase.

Diesel Fuel Price Per Gallon	Fuel Surcharge
≤\$3.69	0 Percent
\$3.70 to \$3.99	2 Percent
\$4.00 to \$4.24	3 Percent
\$4.25 to \$4.49	4 Percent
\$4.50 and up	5 Percent

Monthly household garbage tote price for April 1, 2022 statement (March Service) will be as listed.

32 gal garbage \$10.20

64 gal garbage \$11.69

96 gal garbage \$13.17

Plus 9.75% tax

Monthly household recycling tote price will be as listed.

Recycling totes \$3.86

Should you have any questions, please call.

Thank you.

Greg Skauge

Richard's Sanitation



**DISPLAYSALES**

**QUOTE**

**Display Sales**  
6300 W Old Shakopee Rd, Suite 112  
Bloomington, MN 55438  
P: 800-328-6195  
F: 952-885-0099  
www.displaysales.com

ESTIMATE QO-039829-2  
DATE 3/1/2022  
EXPIRATION DATE 3/31/2022  
CUSTOMER ID 126626



Ship Brock Bergey  
To: City of Canton  
106 N Main St  
Canton, MN 55922

Bill Brock Bergey  
To: City of Canton  
PO Box 92  
Canton, MN 55922

PREPARED BY		JOB	PAYMENT TERMS		REQUEST DELIVERY DATE
Lori Lundeen		Brock Bergey	Net 20		3/1/2022
QUANTITY	DESCRIPTION	UNIT PRICE			AMOUNT
7	5' White Line Fancy Forked Snowflake  Each Includes: 90 C7 LED Cool White Light Bar Bulbs One (1) - Black Pole Plate Two (2) - 40" Black Adjustable Straps Size : 5' Color : WhiteLine Style : FForked SF	417.00			2,919.00
SUBTOTAL					2,919.00
SHIPPING & HANDLING					250.00
SALES TAX					0.00
TOTAL					3,169.00

**Financing available.**

To accept this quotation, sign here and return.

\_\_\_\_\_

Thank you for your business.



# Terms & Conditions

## DISPLAYSALES

### GRAPHIC ART SERVICE:

Display Sales encourages customers to provide vector-based artwork so that the process of proofing and printing may proceed quickly without interruption. Otherwise, if artwork is unusable, graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). Alterations are \$50 per hour. You will be contacted by one of our Graphic Arts team members and provided a proof. Send your artwork to: [artwork@displaysales.com](mailto:artwork@displaysales.com)

### PRODUCTION TIMEFRAMES:

Normal production time is 14 working days AFTER art proof is approved and down payment is received. Upon approval, rush requests will include a \$50 fee.

### TERMS:

- 50% down payment on orders for new customers.
- Check or credit card accepted for down payment.
- Balance due Net 20 days after final invoice.
- F.O.B. Display Sales - shipping & handling charges based on destination and size of order.
- Financing available for orders greater than \$5,000.

### SHIPPING & FREIGHT RESPONSIBILITY:

FOR ALL SMALL PACKAGE DELIVERIES (UPS, FEDEX, USPS, ETC): All shipments MUST be inspected at the time of delivery. The customer has 48 hours from the time of delivery to notify Display Sales of any shortage or damage to the order. After 48 hours it will be at the discretion of Display Sales to decide how to proceed.

FOR LTL/TRUCKLOAD DELIVERIES: Any damage or visible loss to your shipment MUST be noted on the delivery receipt (signed by the customer) at the time of delivery. In the event of loss or damage this must be done to file a claim. Display Sales is ineligible to file a claim on behalf of the customer if this is not done and the customer will be responsible for all replacement and/or repair costs

Display Sales is not liable for shipments lost, delayed, or damaged in transit. Claims be filed by the purchaser within 10 days to Transit Company. Purchaser is responsible for reviewing merchandise upon receipt to verify order and condition

### RETURN POLICY:

Returns are accepted within 30 days of delivery (excluding shipping charges). The customer must contact Display Sales for a Return Merchandise Authorization (RMA) number before sending back the items. The customer is responsible for returning the merchandise and all related shipping costs. A restocking fee may apply, up to 25% of the product cost. If there is an issue with the shipment (other than loss or damage) the customer must contact Display Sales within 30 days of receiving the shipment to resolve the issue.

**Returns are NOT accepted for custom or modified merchandise.**

### WARRANTIES for BANNERS & DECORATIONS:

Display Sales stands behind our products, however, on an occasion an issue may arise with a product. Please contact your sales representative at 800-328-6195 to discuss the issue and to see the details of warranty coverage.

Pictures of the product will be requested before we can fully determine the issue and attempt to resolve.

Customer is responsible for the cost of removal, reinstallation and shipping incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will provide a timely resolution.

All issues must be pre-approved by Display Sales for repairs or replacement.



## Classification and Compensation Study



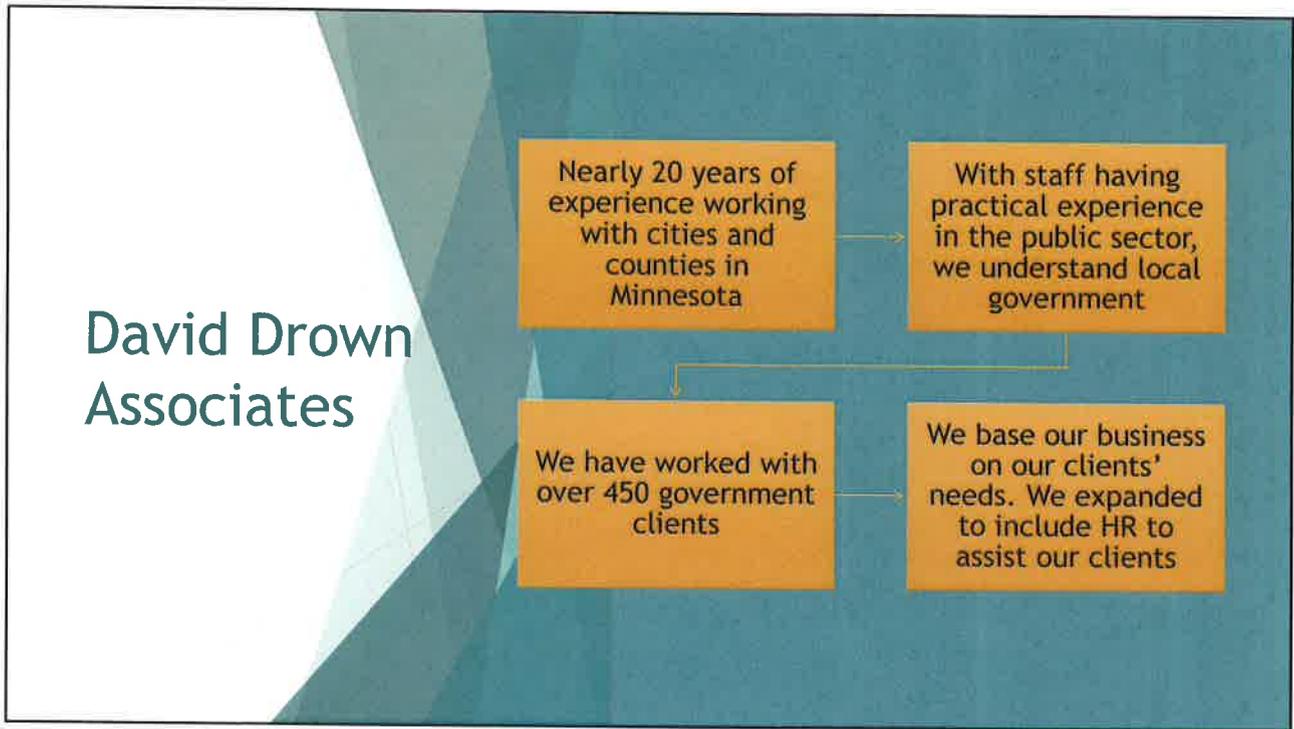
## Agenda

Who We Are

Project Plan/Goals

Findings and Analysis

Answer Questions



## Mark Goldberg

Over 25 years of compensation and classification experience

Over 10+ years in public sector. Former Compensation Manager

BA in Human Resources Management, Masters in Industrial and Labor Relations from Cornell



## Project Goals

What this Study IS

- One that ensures jobs are **classified appropriately** and meet FLSA guidelines.
- One that ensures **pay is competitive and equitably** structured.
- One that provides **policies and procedures** to keep the compensation system up-to-date.
- One that develops a **compensation system** that is easy to understand and administer.

What this Study is NOT

- **NOT** a staffing needs study.
- **NOT** an organizational structure study.
- **NOT** a strategy designed to cut costs.
- **NOT** a strategy to eliminate positions.
- **NOT** a strategy to reduce or increase pay.

## Market Analysis

- ▶ DDA has partnered with the City to select a group of 23 cities with whom the City competes for talent. Here are some factors that were considered when selecting this group:



## Market Data

- ▶ DDA attempted to gather data from the following Organizations:

Adams
Altura
Claremont
Dover
Emmons
Fountain
Glenville
Harmony
Hokah
Houston
Lanesboro
Lyle

Mabel
Ostrander
Peterson
Preston
Racine
Rollingstone
Rushford Village
Spring Grove
Stockton
West Concord
Wykoff

## Market Analysis

- ▶ When DDA reviews the positions in other organizations, we only use the match if at least 80% of the duties are close to the position at the City
- ▶ In reviewing the salary information, if one of the organizations pays significantly more or less than the others, we will remove that data point from the analysis (but will still show the data) so the City can decide if they want to include the information
- ▶ The data and related analyses were reviewed by a Consultant who has been involved in the project and other staff members to ensure applicability, validity, accuracy, and consistency of the data

## Market Analysis

### Market Comparison

- ▶ For each position the percentage difference has been calculated between the City's figure and the market.
- ▶ If the figure is:
  - Positive (+) : Figure indicates that the City pays above the market
  - Negative (-) : Figure indicates that the City pays below the market
- ▶ The following guidelines are used when determining the competitive nature of current actual compensation:
  - ▶ +/- 5% (Highly Aligned with the market)
  - ▶ +/- 10% (Aligned with the market)
  - ▶ +/- 11-15% (Possible misalignment with the market)
  - ▶ > 15% (Significant misalignment with the market)

## Market Data - Base Salary

### Why is +/- 10% Considered the Market?

- ▶ While there is nothing definitive around the 10% value, using that as a baseline will allow the organization to encompass employees who are all fully skilled at their job but may be paid at different rates for various reasons.
- ▶ Differences could be due to some of the following factors:
  - ▶ Past Performance
  - ▶ Time in the job
  - ▶ Differences in skills
  - ▶ Amount of responsibility
  - ▶ Previous experience
  - ▶ Higher certification level

## Findings and Analysis

▶ Market Comparison

- ▶ When DDA compares the market data collected, we find that the City using the NEW structure, on the aggregate is:

	New Min of Structure compared w Benchmark Min	New Max of Structure compared w Benchmark Max
All Positions	0.12% higher	0.47% higher

- ▶ Based on these comparisons the City would be considered
  - ▶ “aligned with the market”

Details for the market rates for all benchmark positions are on the next slide; cells in red are over 10% below market, cells in green are over 10% above market

## Findings and Analysis

Job Title	Bench MIN	Bench MAX	Canton ACTUAL	Bench ACTUAL	NEW MIN	NEW MAX	Canton Actual % of Bench Actual	NEW % of Bench MIN	NEW % of Bench Max
Deputy Clerk	\$17.46	\$23.27	\$15.00	\$21.41	\$19.73	\$24.47	70%	113%	105%
Public Works Maintenance Clerk/Treasurer	\$18.24	\$22.31	\$16.21	\$20.54	\$18.44	\$22.87	79%	101%	103%
Public Works Director	\$26.04	\$32.05	\$30.93	\$28.48	\$21.90	\$27.16	109%	84%	85%

## Job Evaluation Tool(JET)

- ▶ What is job evaluation? A defined methodology to determine the relative value of jobs within an organization.
  - ▶ Provides an objective and documented method for job analysis and evaluation.
  - ▶ Provides the basis for determining pay.

### Canton selected the JET system

- ▶ This system has 7 different factors, with several subfactors, that measures the impact of a job from multiple perspectives.
- ▶ JET includes points for supervision, hazards and adverse working conditions.
- ▶ As with any job evaluation system, JET focuses on the job, not the person

## JET System

1. Qualifications

2. Decision Making

3. Problem Solving

4. Relationships

5. Effort Mental and Physical

6. Hazards

7. Environment

## JET Description

1

Only work content is considered.

2

Factors, such as performance or how long the employee has been in the job, are not included in evaluation of job.

## Salary Structure Design

### ▶ Salary Ranges

- ▶ A salary range is the range of pay established by employers to pay employees performing a particular job or function
- ▶ Salary ranges have a minimum pay rate, a maximum pay rate, and a midpoint
- ▶ The salary range is determined by conducting a market analysis

## Salary Structure Design

- ▶ Salary Range Width
  - ▶ This is the distance between salary range minimum and maximum.
  - ▶ Range width varies widely by organization due to different compensation philosophies
  - ▶ Some organizations have a philosophy of not allowing any employees to fall outside the salary range and will increase the structure to accommodate them, others want a very narrow range to minimize pay differences

## Salary Structure Design

- ▶ Once the data is collected, we use it to create a salary structure for the entire organization.
- ▶ The structure has a series of salary ranges, and those ranges are based on how the City evaluates the job internally and the market information that was collected.
- ▶ There are usually several jobs in a salary range and that means that those jobs, while performing vastly different duties, are viewed by the City as being roughly at the same level.

## Salary Structure Design

- ▶ There are 4 grades
- ▶ Grades vary from between 7%-11% apart from each other
- ▶ There are 9 steps within each grade, steps are either 2.5% or 3% apart from each other
- ▶ The range width is 24.02%, which is competitive in the market
- ▶ The details on what the new salary range looks like is on the next slide

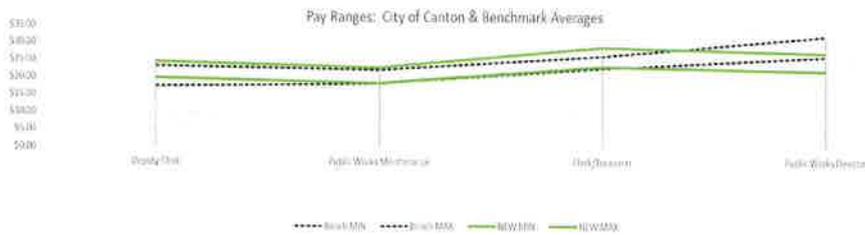
## Salary Structure Design

Grade	Steps									Range Spread
	1	2	3	4	5	6	7	8	9	
	89.50%	92.00%	94.50%	97.00%	100.00%	103.00%	106.00%	108.50%	111.00%	
1	\$18.44	\$18.95	\$19.47	\$19.98	\$20.60	\$21.22	\$21.84	\$22.35	\$22.87	24.02%
2	\$19.73	\$20.28	\$20.83	\$21.38	\$22.04	\$22.70	\$23.36	\$23.92	\$24.47	24.02%
3	\$21.90	\$22.51	\$23.12	\$23.73	\$24.47	\$25.20	\$25.93	\$26.55	\$27.16	24.02%
4	\$23.21	\$23.86	\$24.51	\$25.16	\$25.93	\$26.71	\$27.49	\$28.14	\$28.79	24.02%

## Findings and Analysis



## Salary Structure Design



## Findings and Analysis

- ▶ There is 1 employee paid above the salary range maximum
- ▶ 3 employees are paid below the salary range minimum
- ▶ We provided several implementation options for the City, the one that was selected brought all employees into the closest next step to their current salary on January 1 and then provided an additional step, if they were not at the maximum on their anniversary date
- ▶ Budget impact will be a 7.91% increase or \$9,540.58, in order to bring employees into the proposed structure

## Action Items

- ▶ Confirm salary structure
- ▶ Finalize placement of employees within proposed salary structure
- ▶ Decide on how quickly these salary changes could be phased in (immediately or 1-2 years)

Any Questions?



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Thank You

**Impact to 2022 Budgets**

Employee	Current Wage	Proposed 2022 Step 1	Increase	Proposed 2022 Step 2	Increase	Proposed Annual Difference	2022 Impact to General Fund	2022 Impact to Water Fund	2022 Impact to Sewer Fund
Bergey	20.62	23.21	2.59	23.86	0.65	2,441.97	1,831.48	305.25	305.24
Davis	16.21	18.44	2.23	18.95	0.51	2,709.54	2,709.54	0.00	0.00
Kerns	15.00	19.73	4.73	20.28	0.55	4,389.07	877.81	1,755.63	1,755.63
						<b>9,540.58</b>	<b>5,418.83</b>	<b>2,060.88</b>	<b>2,060.87</b>

Proposed 2022 Step 2 to occur on employee's anniversary date	
Bergey	6/25
Davis	4/16
Kerns	1/5

## Funding option to implement proposed pay structure

	2022 Budgeted Wages	Built-in Increase	Needed for Proposal
<b>General Fund</b>	29,771.00	2,296.00	3,123.00
<b>Water Fund</b>	25,428.00	980.00	1,081.00
<b>Sewer Fund</b>	30,386.00	530.00	1,531.00
			<b>5,735.00</b>

### General Fund

1) Reduce General Government Repairs/Maintenance budget by \$2,500 (from \$8,500 to \$6,000)

- \* Delay carpet replacement at town hall (front entrance area and stage)

- \* Delay interior wall improvements to town hall entrance area

2) Eliminate Park & Rec budget of \$1,000

- \* No immediate park/rec purchases planned for 2022

### Water Fund

- \* No expenditures to cut

### Sewer Fund

- \* No expenditures to cut

- \* Will have additional funds available after CD redemption

# City of Canton Position Description

**Classification:** Clerk Treasurer

**Reports to:** City Council

**Supervises:** All City Staff

**Department:** Administration

**Location:** Canton City Hall

**FLSA Classification:** Exempt

## Position Summary

Responsible for administrative and supervisory work planning, coordinating and directing city government operations including financial management, communication, and organizational supervision of all city personnel and activities ensuring Council goals are achieved and adherence to federal, state and local laws, regulations and ordinances.

## Essential Duties and Responsibilities

### Administration

- Oversees the day-to-day administration and management of city operations and facilities.
- Analyzes and recommends maintenance or improvements to city facilities.
- Develops and administers city administrative rules, policies, and procedures.
- Prepares and submits required state and federal reports.
- Manages the administrative office including the collection of accounts receivable and payable.
- Develops and prepares public relations materials.
- Performs financial management.
  - Prepares and submits annual budget and capital improvement plan to City Council.
  - Monitors budgets and collaborates with staff on financial planning.
  - Monitors cash flow and prepares financial reports.
- Facilitates, coordinates, advises, and supports meetings of the City Council.
  - Prepares council agendas, performs research, and prepares recommendations.
  - Prepares notices, ordinances, meeting minutes, correspondence, etc.
  - Administers council decisions and actions.
- Supervises local elections.

### Personnel Management

- Recommends and implements personnel policies and benefit programs.
- Manages recruitment process and recommends hires.
- Plans, reviews, assigns, and evaluates work of staff.
- Conducts employee meetings.
- Provides coaching, feedback and evaluates staff performance.
- Determines, recommends, and administers employee discipline and termination.
- Oversees the work of contractors, vendors, consultants, etc.

### Customer Service

- Provides customer service including providing information and assistance; receiving and resolving complaints and concerns; and responding to inquiries both internal and external.

### Other duties as apparent or assigned

- Represents the city by coordinating and collaborating with federal, state, and other local governments, civic and citizens groups.
- Attends meetings, training, and educational opportunities staying current in the fields of public administration.
- Performs other duties of a comparable level/type, as required.

## Qualifications

**Education:** Associates' Degree in and three to five years experience or equivalent.

### Minimum Requirements:

- Four years experience in public sector management or equivalent combination of education/training/experience.

- Valid MN Driver's License.
- Election Judge certification.

**Knowledge, Skills and Abilities:**

- Knowledge of municipal government operations and procedures.
- Knowledge of laws, rules, regulations and policies affecting municipal government operations.
- Knowledge of municipal finance requirements and policies.
- Knowledge of public sector employment law and personnel management best practices.
- Knowledge and skill with Microsoft Office and computer database operations.
- Ability to perform research, prepare and present reports.
- Ability to multitask.
- Excellent communication skills, both and orally and in writing.
- Ability to establish and maintain a positive and effective working relationship with council, commissions, businesses, residents and staff.

**Physical Demands and Working Conditions**

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.
- Subject to various occupational hazards, including dealing with angry members of the public and considerable mental effort/stress.

**Equipment Utilized**

- General office equipment, computer, telephone.

# City of Canton Position Description

**Classification:** Deputy Clerk  
**Reports to:** Clerk/Treasurer  
**Supervises:** Non-Supervisory

**Department:** Administration  
**Location:** Canton City Hall  
**FLSA Classification:** Non-Exempt

## Position Summary

Responsible to provide administrative, accounting, bookkeeping, clerical, and customer service duties for the City Office.

## Essential Duties and Responsibilities

### Administrative/Clerical

- Prepares written and graphic material and reports.
- Records, updates and files information and records.
- Assists with preparation of City Council packets.

### Customer Service

- Provides customer service over telephone, e-mail and in-person to the public, visitors and internal customers.
- Communicates information or refers to appropriate contact.
- Assists in gathering information and resolving concerns.

### Accounting/Bookkeeping

- Maintains and manages software used for payroll and fund accounting.
- Performs financial and accounting activities including accounts payable; data entry; General Ledger maintenance; payment of bonds and other automated payments; compiling, evaluating, and preparing financial statements; and preparing journal entries.
- Prepares, processes and documents utility accounts receivable.
- Prepares bank deposits and reconciles bank accounts.
- Processes public works billing.
- Performs other duties of a comparable level/type, as required.

## Qualifications

**Education:** Requires specialized training beyond High School, but less than an associate degree.

### Minimum Requirements:

- Two years of relevant work experience or an equivalent combination of education, training, or work experience.
- Proficient with Microsoft Office Suite and computer database operations.

### Knowledge, Skills and Abilities:

- Knowledge of modern office functions, principles and best practices.
- Knowledge of governmental payroll processing and accounting practices.
- Ability to provide optimal customer service skills.
- Ability to interpret a variety of instructions furnished in written or oral forms.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain confidentiality.

### **Physical Demands and Working Conditions**

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.
- Subject to various occupational hazards, including dealing with angry members of the public and considerable mental effort/stress.

### **Equipment Utilized**

- General office equipment, computer, telephone.

# City of Canton Position Description

**Classification:** Public Works Director

**Department:** Public Works

**Reports to:** City Council

**Location:** Canton City Hall

**Supervises:** Public Works Maintenance Worker

**FLSA Classification:** Exempt

## Position Summary

Responsible for the efficiency of the daily operations of all city departments, including water and sewage treatment plant, streets, parks, utilities and building and equipment maintenance. This includes preparing and approving goals and ensuring objectives are being met.

## Essential Duties and Responsibilities

### Administration

- Prepares, presents and manages the department budgets, capital projects and equipment planning, funding, procurement and oversight. Reviews expenses and revenues and adjusts utility rates to maintain budgets.
- Reviews and approves expenses.
- Develops and administers department policies, programs, procedures, and delivery methods.
- Water and wastewater operations, including samples and reporting.
- Reviews reports and oversees permitting processes.
- Ensures all Public Works activities such as street repair, snowplowing, tree trimming, and all maintenance projects are completed.
- Provides customer service in person, by phone, and via social media to keep public informed of projects and services and address concerns.
- Establishes and maintains effective working relationships and communications, and coordinates with other government agencies, vendors, contractors, and the general public
- Prepares and maintains records such as reports, mapping of all systems and areas, and forms required for smooth operations.
- Completes required reporting to state and federal agencies.
- Other duties as assigned

### Activities Management

- Establishes priority for short-range and long-range projects and coordinates implementation.
- Oversees project management: assesses aging infrastructure, prioritizes areas needing replacement, prepares cost estimates, and hires and coordinates project subcontractors.
- Assigns tasks for completion of projects ensuring safety and plan compliance.
- Plans, directs, and coordinates a comprehensive maintenance program for City streets, parking lots, sidewalks, curbs, street signs, airports, sewer lines, pump stations, water lines and distribution systems, and other facilities to ensure cost effective and high-quality work.
- Develops long range plans for City water, wastewater, and street infrastructure needs.
- Manage emergency situations: Decides what resources are needed; ensures utilities are restored in efficient and safe manner; calls in and directs employees as needed; and communicates with public and other city departments.

### Other duties as apparent or assigned

- Attends meetings, committees, education and training.
- On-call 24/7 for emergencies.
- Performs other duties of a comparable level/type, as required.

## **Qualifications**

**Education:** Requires specialized training beyond High School, but less than an associate degree or equivalent.

### **Minimum Requirements:**

- One to three years of progressively responsible public works experience; and at least one year of experience supervising employees; OR equivalent combination of education/training/experience.
- Project management experience.
- Must possess, or be able to obtain, Class D Water and Class C Waste Water licenses.
- Must possess, or be able to obtain, Class a Type 4 Biosolids Operator
- Valid Class B Minnesota Driver's License.

### **Knowledge, Skills and Abilities:**

- General knowledge of electrical, municipal water, wastewater, and street infrastructure systems.
- Knowledge and skill in the operation and maintenance of heavy and light equipment.
- Skill in use of Microsoft Office Suite and database operations.
- Ability to respond 24/7 to emergencies.
- Knowledge of laws, policies and ordinances relating to municipal public works operations.
- Knowledge of OSHA and safety laws and requirements.
- Knowledge of public sector personnel policies and best practices.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to effectively communicate, both orally and in writing, have strong positive public relations skills, and to present technical information to a variety of audiences.

### **Physical Demands and Working Conditions**

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Subject to various occupational hazards, including proximity to moving mechanical parts, electrical current, working on high places, entry into confined spaces and trenches, exposure to odors, dealing with angry members of the public and potential exposure to hazardous chemicals.
- The employee must lift and/or move up to 25 pounds and occasionally lift and/or move up over 50 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

### **Equipment Utilized**

- General office equipment, city vehicles, electrical equipment, heavy and light equipment and tools.

# City of Canton Position Description

**Classification:** Street Maintenance Operator

**Reports to:** Public Works Director

**Supervises:** Non-Supervisory

**Department:** Public Works

**Location:** Canton City Hall

**FLSA Classification:** Non-Exempt

## Position Summary

Responsible to perform maintenance and repair activities of City streets, alleys and other grounds and to assist with activities of Public Works Department.

## Essential Duties and Responsibilities

### Operations

- Mowing City Properties.
- Street Maintenance including patching & spreading rock of both streets & alleys.
- Snow plowing/sidewalk clearing.
- Building Maintenance, including cleaning and painting inside & outside.
- Water and wastewater treatment plant duties including repairs & maintenance.
- Records water/sewer data.
- Assist with tree trimming and cleanup as needed and upkeep of brush dump.
- Completes maintenance of city owned vehicles and machinery.

### Other duties as apparent or assigned

- Responds to emergencies outside of normal work hours.
- Performs other duties of a comparable level/type, as required.

## Qualifications

**Education:** High School Graduate or equivalent.

### Minimum Requirements:

- Experience operating and maintaining heavy and light equipment.

### Knowledge, Skills and Abilities:

- General knowledge of street maintenance and repair.
- Knowledge and skill in the operation and maintenance of heavy and light equipment.
- Knowledge of OSHA and safety policies.
- Ability to respond 24/7 to emergencies.

## Physical Demands and Working Conditions

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Environmental conditions include heat, cold, wetness, insect borne illnesses, and other related occupational hazards.
- Subject to various occupational hazards, including proximity to moving mechanical parts, electrical current, working on high places, entry into confined spaces and trenches, exposure to odors, dealing with angry members of the public and potential exposure to hazardous chemicals.
- The employee must lift and/or move up to 25 pounds and occasionally lift and/or move over 50 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

## Equipment Utilized

- City vehicles, heavy and light equipment and tools, computer.