



**MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF STACY IN THE COUNTY OF CHISAGO
AND THE STATE OF MINNESOTA PURSUANT TO DUE
CALL AND NOTICE THEREOF**

**SPECIAL MEETING
OCTOBER 27, 2015, 7:00p.m.
STACY CITY HALL**

Call to Order

The meeting was called to order by Mayor Utecht at 7:00pm.

Roll Call

Present: Jim Ness, Mark Utecht, Samantha Denney, Chuck Lucia, and Tony Olivolo

Absent: None

Others Present: Kelly Patzner

Purpose of the Special Meeting

The purpose of the meeting is to discuss:

1. Dog Ordinance
2. Merit Based Compensation Policy

Dog Ordinance

This item placed on the agenda because the clerk's office noted there are a few residents with three dogs. Which is against the city's ordinance. How does the council want to handle this?

- Should they be "grandfathered," until down to two?
- Should the code be changed to allow three dogs, with increased attention to licensing?

Other items discussed regarding dogs:

- Should licenses be issued at the time of the rabies renewal? Different for each dog owner.
- If dog bites someone once unprovoked they have to get rid of the dog or two provoked bites – who determines if provoked or not; the sheriff's office would and a police report would have to be filed.
- Differentiate between a dog bite and a puppy bite

The dog ordinance was forwarded to the Planning Commission for their review.

The licensing of dogs: how much would it cost the city to administer dog licensing monthly (on due date for vaccination) vs. yearly.

Merit Based Compensation Policy

The council has three options to consider regarding the merit based compensation policy:

1. Don't change anything
2. Adopt as presented
3. Amend

The section stating in part "the Department Head shall provide a percentage to the council of the proposed increase to payroll." This number to include the department heads increase as well.

Two ways to address were discussed:

1. The department head would be placed in the ranking with all the other employees in the department (based on their performance review scores) and the increase given would be determined by the placement in the ranking. The council would approve the increase for the department overall and not the department head individually.
2. The department head would provide an amount to the council for an increase to the department including their own; so they would say something like I propose a total of \$5,000 increase to my department with \$1,000 for me. The council would decide on the increase for the department head.

The question posed to the council was: should the department head's review number be put into the grid and they get that increase period; or does the department head propose an overall increase and their portion to the council?

The council decided on Option 2.

Motion by Utecht to adopt the Merit Based Compensation Policy as presented. Second by Ness. Utecht, Ness, Denney, Olivolo, and Lucia voted yes. Mayor Utecht declared the motion carried.

Adjourn at 8:40pm

Motion by Ness to adjourn. Second by Lucia. Lucia, Denney, Ness, Utecht, and Olivolo voted yes. Mayor Utecht declared the motion carried.

Sharon MT Payne

Merit Based Compensation Policy

Compensation Plan Philosophy:

The City of Stacy's compensation philosophy is to ensure that each component of its compensation program supports the mission and needs of the city and its employees. The City seeks to provide compensation that is competitive within the parameters of the annual budget. Decisions regarding salaries will be made without regard to race, sex, creed, color, religion, national origin, age, sexual orientation, or physical or mental disabilities. Goals of the City's compensation plan include:

- Align with the City's goals
- Promote an atmosphere that attracts, engages, and retains highly functioning employees
- Provide an equitable pay structure for all employees
- Support fiscal responsibility and stewardship of city funds
- Compliance with all state and federal laws and regulations governing compensation practices.

Criteria for Merit Based Pay:

- Successful completion of the probationary period
- Annual performance review of "meets expectations" or above

Performance Appraisals:

Performance appraisals should be completed within the twelve months preceding the consideration of any merit increase. The performance appraisal is intended as a means of measuring and enhancing individual, and/or team performance; fostering professional development and career growth; aiding in the determination of merit increases; and meeting the internal and external demands for documentation of merit increases; and meeting the internal and external demands for documentation of individual performance.

Amount of Increase:

Wage increases are based primarily on merit and funding availability. Factors to consider include the individual's performance as it relates to current pay and assigned responsibilities; performance relative to other employees in the department; and position within the pay range.

Salary Adjustments:

By July 1 of each year the Department Head shall provide a percentage to the council of the proposed increase to payroll. The council will consider the request.

The Department Head will determine the distribution of increases based on the ranking of the annual performance appraisals within their department.