



**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**

**WORK SESSION
MAY 11, 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, Tony Olivolo, and Chuck Lucia

Absent: None

Others Present: Tanner Jones, Brian Hachey, and Lori Dahle

**Purpose of the Work
Session**

The purpose of the meeting is to discuss the merit based compensation policy, performance review forms, and items related to personnel.

**Merit Based Compensation
Policy**

Mayor Utecht suggested the council discuss the concept of the Merit Based Compensation Policy; what are their thoughts? All the member's concurred that they were in agreement with the policy.

**Performance Review
Forms**

The first draft of the new performance review forms for all job positions were presented and discussed by the council. A few things to note:

- The items listed on the review need to be measurable.
- The council will be mainly concerned with the performance review forms for the supervisor's; however, the council will review all the forms.
- Another section will be added to the review forms for the council's use; the self-assessment section will contain further detail and the employee will complete that section.
- The self-evaluation section is a useful tool to open dialogue between the employee and their supervisor.

The process for awarding pay increases was also discussed:

- The liquor operation supervisors will present a proposed amount for pay increases to the council for their consideration.
- The council will determine what amount a supervisor will receive in all departments.
- The council will establish an overall amount for the increase in payroll for the maintenance and clerk departments.
- There is no guarantee that any increases will be awarded; even when an employee has performed in a manner that qualifies.

- The supervisor will provide a list of employee rating and proposed increases; no names will be given.

Revisions to the forms:

- Addition of the council rating section
- Questions for this section will be prepared by the council; the employee can list questions also if they deem them appropriate for the council's review.
- The staff will revise the self-assessment to be "measurable"
- On the review forms for supervisor – change supervisor comments to council comments.
- If the council has comments on the current forms they should communicate those to the supervisor directly by May 18th.
- The position values will equal 100; however, the supervisor forms will differ; which is to be determined.

Would like to have the new draft of the forms done by June 4th to include in the council packet.

Adjourn at 8:45 pm

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

Sharon MT Payne