

From: Michelle Hayes <michellehayes@stacymn.org>
Sent: Thursday, October 6, 2022 9:02 AM
To: 'Sharon Payne'
Subject: FW: Job classification/wage and pay matrix study

Michelle Hayes
City of Stacy - Finance Director

From: Green, Doug <Doug.Green@bakertilly.com>
Sent: Wednesday, October 5, 2022 12:14 PM
To: Michelle Hayes <michellehayes@stacymn.org>
Subject: RE: Job classification/wage and pay matrix study

Michelle,

I have not forgotten about you. I did talk with our lead compensation consultant, Jada Kent, about the opportunity. Two things:

1. Can you provide a few bullets of the scope of work? We discussed it and I got the gist, but compensation is a foreign language to me, so I want to make sure I have the facts straight. Below is my attempt at the facts/scope:

Background

- The City currently has 15 job descriptions and approximately 40 positions. Approximately 30 of the positions are for the on-sale and off-sale liquor store.
- Baker Tilly (Springsted) conducted a market study and updated points in 2017 and filed the pay equity report in January 2021.
- The City is merging with Lent Township in 2023. Lent currently has 8 positions that will be merging with the City. The positions are below. (I do not know whether these are full time positions.)
 - Clerk
 - Deputy Clerk
 - Treasurer
 - Deputy Treasurer
 - Maintenance
 - Building Inspector
 - Driveway Inspector
 - Electric Inspector

Scope of Work

- Review job descriptions for all 15 City and 8 Township job descriptions.
 - Perform a market study for all positions.
 - The Scope does not include an organizational analysis of staffing and skill requirements following the merger.
2. We are being very diligent about ensuring we provide the best possible compensation services in terms of quality and timeliness. For that reason, we are being selective in taking on new projects. Because the City is a long-time, important client, we want to work with the City and add value whenever possible. However, we also want you to

succeed whether we are involved or not. For that reason, I think there is a possibility the compensation consultants may say we are not able to meet your timeline.

I apologize if my ignorance came through in my explanation of the facts and scope. Please edit however you see fit. If you can do that by tomorrow, Jada can let us know whether they are able to perform the work and, if so, the cost.

Thank you!
Doug

Doug Green
Director



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From: Michelle Hayes <michellehayes@stacymn.org>
Sent: Tuesday, October 04, 2022 5:18 PM
To: Green, Doug <Doug.Green@bakertilly.com>
Subject: Job classification/wage and pay matrix study

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Hi Doug! Hope the conference went well! Sorry I wasn't able to make it to see you!

Were you able to get in touch with the person at your firm that does these studies for us? The council is hoping to have the quote to review in comparison to the one they already got by council meeting on Tuesday. Normally these would be in the packet for review by Thursday this week. Any help is appreciated!

Thanks!



Michelle Hayes, Finance Director

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Hours: Monday, Wednesday, Thursday 9-5, Tuesday 11-7, Closed on Friday