The City Council of the City of St. Charles welcomes you to its
Regular Meeting of Tuesday, May 24, 2016 at 6:00 p.m.
at 830 Whitewater Avenue, City Council Chambers, St. Charles, Minnesota.

| ITEM | ACTION REQUESTED |
|---|---|
| 1. Call to Order | |
| 2. Pledge of Allegiance | |
| 3. Approval of the Agenda | |
| 4. Notices and Communications – | |
| 5. Review of Financials | |
| 6. Pack 54 Certificate of Appreciation | PRESENT |
| 7. Public Hearing—Business Subsidy Agreement | HOLD |
| 8. Resolution #12-2016 Approving Business Subsidy-Envirolastech | APPROVE |
| 9. LELS-Approval of Memorandum of Understanding | APPROVE |
| 10. Job Classification and Compensation Study | APPROVE |

**UNSCHEDULED PUBLIC APPEARANCES:** Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

**ADJOURNMENT**

***Attachment. Questions? Contact Nick Koverman at St. Charles City Hall at 932-3020 or by email at nkoverman@stcharlesmn.org.**

WELCOME TO
ST. CHARLES
GATEWAY TO WHITEWATER

## MEMORANDUM for the CITY COUNCIL of St. Charles for Tuesday, May 24, 2016

**6. Pack 54-Certificate of Appreciation.** Members of Cub Scout Pack 54 would like to present a certificate of appreciation for the use of the community center.

**7. Public Hearing – Business Subsidy Agreement.** Mike Bubany of David Drown & Associates will be present to walk the Council through the proposed business subsidy.

**8. Resolution #12-2016 Approving Business Subsidy Agreement-Envirolastech.** Please see the enclosed resolution.

**9. LELS-Approval of Memorandum of Understanding.** Enclosed is the proposed MOU between the City of St. Charles and the Law Enforcement Labor Services Union. Police Chief Ken Frank and City Administrator Nick Koverman met with both the union steward and the new union representative to discuss the position, scale, and proposed MOU. The scale was devised after Flaherty & Hood concluded the compensation and job points analysis which was based on our current system. The position was awarded points and a salary scale to work within the framework for Pay Equity compliance. In addition, the proposed job description has also been included for review. Chief Frank will be in attendance to discuss the proposed Sergeant position and its merits.

**10. 2016 Job Classification and Compensation Study**. As part of the 2014 IBEW/LELS negotiations, the city expressed that it would undertake a comprehensive salary study to review all classifications in order to more clearly understand how St. Charles compares with relative cities. Enclosed is the proposal from Flaherty & Hood to conduct a job classification and compensation study for all positions within the City of St. Charles.

**EXTRACT OF MINUTES OF A MEETING OF THE**
**CITY COUNCIL OF THE**
**CITY OF ST. CHARLES, MINNESOTA**

HELD: May 24, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Charles, Winona County, Minnesota, was duly held at the City Hall on Tuesday, the 24th day of May, 2016 at 6:00 o'clock p.m. for the purpose, in part, of conducting a public hearing on providing a business subsidy to Envirolastech, Inc.

The following Councilmembers were present:

And, the following were absent;

Councilmember _____ introduced the following resolution and moved its adoption;

**Resolution No. 12-2016**
**Resolution Approving**
**Business Subsidy to Envirolastech, Inc.**

WHEREAS, the City of St. Charles, Minnesota (the "City") acknowledges the need to provide financial assistance to businesses in the City to further the economic and development objectives of the City; and

WHEREAS, the City of St. Charles has held a public hearing as required by Minnesota Statutes 116J.993 through 116J.995 prior to awarding a Business Subsidy in excess of $150,000; and

WHEREAS, the City has performed all actions required by law to be performed prior to the awarding of a Business Subsidy Criteria, therefore

BE IT RESOLVED by the City Council (the "Council") of the City as follows:

1. The Council hereby approves providing a business subsidy to Envirolastech, Inc. in accordance with the requirements of Minnesota Statutes 116J.993 through 116J.995; and

2. The Council hereby authorizes the Mayor and Administrator to execute the Development Agreement which will govern the assistance being provided to Envirolastech, Inc. in accordance with the terms agreed upon and as outlined in attached Exhibit A.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And, the following voted against the same.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )
CITY OF ST. CHARLES ) SS.
COUNTY OF WINONA )

I, the undersigned, being the duly qualified and acting Administrator of the City of St. Charles, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of St. Charles, Minnesota duly called and held, as such minutes relate to the award of a Business Subsidy to Envirolastech, Inc.

WITNESS my hand this 24th Day of May, 2016.

_____
Nick Koverman
City Administrator

Exhibit A

**City of St. Charles, Minnesota**
**(Winona County)**
**Economic Development TIF District No. 1-8**
**(Envirolastech, Inc. Project 2016)**
**BASIC TERMS FOR BUSINESS SUBSIDY CONTRACT**

**The "Company":**

Envirolastech, Inc.
c/o Jeffery A. Mintz, CEO
3257 19th Street NW
Rochester, MN 55901

**The "Development Site":**

Tax Parcel 29.026.0030 (4.09 acres)

**The Company Agrees To:**

1. Substantially complete construction of the Minimum Improvements by December 31, 2016. Minimum Improvements is defined as the construction of a manufacturing facility estimated size of 18,000 square feet and associated site improvements.
2. Purchase the Development Site in the Chattanooga Innovation Park from the City for $1 (actual sales value is $267,241 – based on $1.50 per sq. ft.). The Company will not guarantee full repayment of full value in the event that tax increments fall short.
3. Not challenge taxable market valuation for duration of contract.
4. Maintain operations for at least five years from the Benefit Date, defined as the date the Minimum Improvements are completed.
5. Create at least 10 new FTE jobs with an average wage /benefit package of $12 per hour within two years of the Benefit Date.
6. Submit employment reports, on forms prescribed by the City, by March 1 each year until the employment goals are achieved.
7. Repay any assistance received plus interest to the extent the goals in #3 and #4 are not met.
8. Indemnify the City for the project.

**The City Agrees To:**

1. Sell the Development Site to the Company for $1 as full payment, free and clear of any special assessments. The City will collect tax increments to partially reimburse the City for the value of the land plus 3.3% interest to the maximum extent possible (increments are projected to repay approximately $65,000 plus interest in reality).

**Estimated Total Benefit:**

| | |
|---|---|
| TIF Benefit (estimated) | $65,000 |
| Additional Land Cost Write Down | $152,641 |
| Total Benefit: | $267,141 |

# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the City of St. Charles ("Employer") and Law Enforcement Labor Services, Inc. (Officers) ("Union").

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, the Employer established a new job classification, Police Sergeant; and

WHEREAS, the parties desire to clarify the initial wages for the Police Sergeant classification.

NOW, THEREFORE, all parties hereto understand as follows:

## Article 1. Wages

**Section 1.1** The hourly wage for the Police Sergeant shall be as follows:

| .Starting Rate | After Year 1 | After Year 2 | After Year 3 | After Year 4 |
|---|---|---|---|---|
| $22.58 | $24.00 | $25.40 | $26.82 | $28.23 |

**Section 1.2** If a Bargaining Unit Employee is promoted to Police Sergeant, the employee will be initially placed at a step in the above-wage schedule that is closest to, but not less than, the employee's hourly wage as of the calendar day immediately preceding the calendar day the employee begins employment as Police Sergeant.

## Article 2. Entire Understanding

This MOU constitutes the entire understanding among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

## Article 3. Waiver of Bargaining

While this MOU is in full force and effect, Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

## Article 4. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past

practice or otherwise place any prohibition or limitation on any management right of the Employer except as otherwise prohibited or limited by the express terms of this MOU. The Employer expressly reserves the right to exercise all of its related management rights without limitation unless otherwise limited by this MOU.

**Article 5. Amendment or Modification**

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

**Article 6. Voluntary Understanding of the Parties**

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

**Article 7. Effective Date**

This MOU is effective on the latest date affixed to the signatures hereto.

**Article 8. Expiration**

This MOU will expire and no longer be in force or effect, effective the date that the collective agreement between Employer and Union for January 1, 2015 through December 31, 2017 is no longer in force or effect.

IN WITNESS HEREOF, the parties hereto have made this MOU on the latest date affixed to the signatures below.

| FOR THE CITY OF ST. CHARLES | FOR LAW ENFORCEMENT LABOR SERVICES, INC.: |
|---|---|
| _____ | _____ |
| Its Mayor | Union Steward |
| DATE: _____ | DATE: _____ |
| _____ | _____ |
| Attest: Its City Administrator | Business Agent |
| DATE: _____ | DATE: _____ |

**POSITION TITLE: POLICE SERGEANT**

**DEPARTMENT: POLICE**

**DATE:**

**DEPARTMENT HEAD: CHIEF OF POLICE**

**SUPERVISOR: CHIEF OF POLICE**

**PAY GRADE: IN ACCORDANCE TO LELS LOCAL UNION CONTRACT**

**POSTING CLOSING DATE:**

**GENERAL PURPOSE:** Investigate criminal activity, participates in patrol / police tasks and assumes command of department in the Police Chief's absence.

**SHIFT:** The assigned shift is not subject to shift bid. The Sergeant is to be assigned to a shift as directed by the Chief of Police. The Sergeant may be assigned to work the police chief's shift during absences of the police chief.

**SUPERVISION RECEIVED:** Works under the general guidance and direction of the Police Chief.

**POSITION OBJECTIVE:** Lead, coordinate and conduct criminal investigations. Supervise, direct, and assign uniformed Patrol Officers and other Department personnel under his/her command to ensure effective and consistent law enforcement and public services in the community. Effectively recommend disciplinary action, transfer, reward, and adjust grievances.

**ORGANIZATIONAL RELATIONSHIPS**

Communicates with: *Internally* – Other police officers, department's office staff, Public Works and employees, administrative staff, fire and emergency personnel.

*Externally* – County law enforcement personnel, dispatch and other county agencies, state patrol and other law enforcement agencies, city and county attorneys, court system personnel, DNR, and City and area residents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Lead, coordinate and conduct criminal investigations. The Sergeant will review all investigative reports filed by patrol officers and assist with concluding investigations. The Sergeant will assign details to other officers to assist with the investigations.

Leads others in problem analysis, problem solving, and community policing initiative.

Leads and monitors field training of newly hired officers and objectively document the probationer's job behaviors, analyzes the probationer's training needs and using proper instructional techniques for

corrective action. Personally observes work of subordinate officers to ensure that approved procedures and techniques are followed; provides counsel and guidance for performance improvement; evaluates and documents employee performance; and recommends training.

Performs all functions of a police officer assigned to investigations, including but not limited to gathering and preserving evidence, searching crime scenes for evidence, gathering fingerprints, collecting DNA, operating specialized investigative equipment and surveillance devices; pursuing and following possible leads or other information sources; developing confidential informants and contacts; conducting searches, interrogating suspects; taking sworn statements and confessions; and interviewing suspects; witnesses and other persons. Engages in surveillance, undercover, and similar activities.

Performs all of the essential functions of a police officer: regularly participates in patrol functions; provides assistance to subordinates.

Participates in civil and criminal proceedings including but not limited to: executing arrest warrants; preparing search warrants; subpoenas, court orders, and properly executing and filing them; preparing cases for prosecution; and participating in pre-trial or post-trial conferences.

The Sergeant has the ability to assign work to subordinate officers; provides further direction regarding priorities and expected performance as needed; in the Chief's absence prepares and approves media releases, time sheets and requests for time off needing action taken prior to the Chief's return (vacation, sick leave, overtime, compensatory time).

Assist with training officers in new procedures, policy changes, and legislative laws.

Maintain adequate shift coverage. Assist Chief in preparing work schedule.

Assists and coordinates investigative efforts with other law enforcement agencies, victim advocates, social services agencies, regulatory agencies and prosecutors. Works with various joint/mutual aid projects with various organizations.

May assist with emergency management.

Works with attorneys on cases within departments.

Represents the department on boards and committees as needed or assigned.

The Sergeant will oversee the inventory and storage of all items taken as evidence.

Resolves conflicts between subordinates; refers difficult situations to the Chief with recommendations, and makes recommendations to Chief regarding promotions, transfers or reassignments.

Keeps the Police Chief informed of all pertinent matters and bridge communication between officers and administration.

Prepares a variety of required and administrative reports; reviews officer's paperwork to ensure

completeness, accuracy and consistency in reports, statements and other documents.

Assists Chief in developing, reviewing and revising departmental policies and procedures.

Provides input on equipment replacement decisions including researching and ordering / purchasing.

Maintains community relations and participates in public relations activities, including public speaking, conducting neighborhood watch meetings, anti-crime events, responds to questions regarding items such as project statuses, complaints, and information about laws / ordinances, or refers to proper agency.

Assists in managing a variety of programs such as vehicle maintenance, supplies and equipment maintenance, and records and file system maintenance.

Keeps current in all required knowledge areas through reading and attending meetings and training. Attends meetings in lieu of the Chief as directed.

Respond to officers' calls as necessary.

Enforce federal, state, and city laws and ordinances.

Respond to emergency medical situations as needed.

Responds, assists and supervise animal control duties.

Ensures a safe and healthy work environment and conducts business in a safe manner.

Perform all other necessary duties as are consistent with the task of the position and as may be assigned by the city.

**PERIPHERAL DUTIES**

Performs other related duties as assigned or apparent.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of local geography, city streets and addresses, business and residential areas.

Knowledge, skill and ability to effectively use personal and departmental equipment.

Knowledge of, and ability to understand / apply, state and federal laws, POST standards, City ordinances and policies, departmental policies, procedures and directives.

Knowledge of the relevant county jail and radio procedures and FCC radio communications requirements.

Knowledge of basic medical and legal practices and terminology.

Ability to organize, plan and direct the work of others.

Ability to maintain confidential information with the appropriate degree of discretion.

Ability to analyze situations and determine appropriate actions to respond quickly and appropriately to crises and emergency situations.

Knowledge of, and ability to apply, police principles, practices, procedures, purposes, tools, techniques and equipment.

Knowledge of Use of Force and Enhanced Use of Force policies and procedures.

Skills in the use of firearms and emergency vehicles.

Skill in communicating verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to stand, walk, sit and drive for extended periods of time.

Ability to train, counsel, lead and motivate personnel.

Ability to meet and effectively deal with the public with tact and courtesy.

Ability to withstand adverse weather conditions.

Ability to receive and maintain certification as First Responder.

Ability to read and comprehend a variety of reference materials.

Ability to establish and maintain effective working relationships with elected officials, city employees, and the public.

## MACHINES, TOOLS AND EQUPMENT USED

Squad cars, mobile and portable radios, radar, firearms and weapons, cameras and audiovisual equipment, computer and office equipment, telephone, and numerous other personal and departmental equipment and tools.

## DESIRED MINIMUM QUALIFICATIONS

Associates degree in law enforcement and three to five years of progressively responsible law enforcement experience.

Valid Minnesota peace officer license.

Valid driver's license.

Must meet all state mandated and employer required certifications, medical and other requirements.

Ability to attend police supervisory / management courses and other continuing education.

Ability to maintain First Responder certification.

No felony convictions.

Physical qualifications to function in a law enforcement capacity, including but not limited to: frequent bending, crouching, gripping, running, physically controlling people, sitting for extended periods of time; frequently entering and exiting a vehicle; frequently lifting and carrying up to 30 pounds, occasionally up to 75 pounds; ability to qualify and use several types of firearms; frequent use of computer.

**WORK ENVIRONMENT**

Majority of the duties will be carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions. Possible exposure to irritants/fumes, hazardous substances, blood borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and electricity. Uses all types of vision (including night and color) and all other senses with the exception of taste. Requires regular standing / walking or sitting, and might involve numerous other movements such as bending / stooping, crouching / kneeling, pushing / pulling, and twisting / turning. Considerable physical effort may be spent while running, lifting and physically grappling with others. Exposure to life threatening situations.

**SELECTION GUIDELINES**

Internal Job Posting. Required formal Letter of Intent highlighting relevant education, training and work experience; oral interview. At the discretion of the city, candidate is subject to a background check, physical agility, drug screen, psychological exam, and pre-employment medical exam. Appointees will be subject to completion of a standard one-year probationary period.

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____

Supervisor Appointing Authority

Effective Date: _____

FLAHERTY | HOOD P.A.

# QUOTE

To: Nick Koverman, City Administrator, City of St. Charles

From: Carol L. Loncar, Human Resources Analyst
Brandon M. Fitzsimmons, Shareholder Attorney

Date: May 9, 2016

Re: **Quote for Job Classification and Compensation Study**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Flaherty & Hood, P.A. hereby submits this quote to conduct a Job Classification and Compensation Study for City of St. Charles, which includes a description of the purpose, and need for the study, the scope of services to be provided, and costs.

## Purpose and Need

A city's success depends on its employees' performance. To recruit and retain a productive and reliable workforce, cities need to appropriately value and compensate employees. In establishing employee compensation, cities must ensure that each job in the city interrelate to each other so that a city can: optimize achievement of the city's mission, goals and objectives; determine the relative worth and appropriate pay rate for jobs; and comply with the Minnesota Pay Equity Act (PEA), Minn. Stat. §§ 471.991-.999, which requires that every Minnesota city establish compensation for female-dominated classes that is not consistently below the compensation for male-dominated classes of comparable value of work measured by the skill, effort, responsibility, and working conditions normally required in the performance of the work. To achieve these objectives, Minnesota cities need to establish job classification and compensation systems, which establish activities and responsibilities, job ratings (e.g. points), and appropriate pay for each position in the city.

Job classification involves the systematic study of jobs to determine which activities and responsibilities they include, the personal qualifications necessary for performance of the jobs, the conditions under which the work is performed, and each job's relative importance and worth to other jobs internally and externally (e.g., points). Compensation includes the wages and salary paid by employers to employees in exchange for work. It establishes the standard of living for employees and is the primary indication of the value the city places on a position within the organization. A compensation system involves establishing how the city manages compensating employees.

Flaherty & Hood, P.A.'s job classification and compensation study will review City of St. Charles' job classification and compensation system, analyze internal and external information and make recommendations to ensure the City of St. Charles' classification and compensation system is:

- Understandable
- Flexible and updatable
- Legal and defensible
- Appropriate for City of St. Charles and its workforce
- Internally equitable, affordable, and cost-effective
- Externally competitive

**Scope of Services and Timeline**

Flaherty & Hood, P.A.'s Job Classification and Compensation Study for City of St. Charles will include the following services with the following timeline based on 14 job classifications being included:

| Phase | Services | Estimated Timeline after Start |
|---|---|---|
| 1 | • Review City's job classification and compensation system, which includes<br>o Job descriptions<br>o Job ratings<br>o FLSA exempt status<br>o Current classification and compensation system and structure<br>o Pay equity report<br>o Other governing documents (e.g., labor contracts, ordinances)<br>• Job analysis<br>o Draft proposed responses to frequently asked questions (FAQs) about the study<br>o Draft communications to incumbent employees explaining the classification and compensation study<br>o Draft and distribute position questionnaires to/for incumbent employees addressing the skill, effort, responsibility and working conditions of their position<br>o Management reviews and comments on completed questionnaires<br>o Review and analyze completed questionnaires and management comments<br>o Review and comment on job descriptions<br>o Determine changes to FLSA exempt status<br>o Management reviews, changes, and/or approves job descriptions meet with or management distributes to employees and supervisors<br>• Phone calls | 11-13 Weeks |

| Phase | Services | Estimated Timeline after Start |
|---|---|---|
| 2 | • Job evaluation<br>  o General<br>  ▪ Using the City's current or Flaherty & Hood's Job Evaluation System:<br>  • Define uniform compensable factors and subfactors<br>  • Establish points for factors and subfactors<br>  ▪ Advise City on and communicating and/or present in person proposed job evaluation system with/to the exclusive representatives (required by Minn. Stat. § 471.994) and employees<br>  ▪ Prepare material to notify Minnesota Management and Budget of new job evaluation system<br>  o Position specific<br>  ▪ Establish points based on factors and subfactors<br>  o Management reviews and comments on job evaluation system and position specific points<br>• Phone calls | 12-14 Weeks |
| 3 | • Market Survey<br>  o Establish market entities and sources based on statistical analysis<br>  o Compile, review and analyze market compensation data for all job classifications or benchmark classifications, including wages, health insurance benefits<br>  o Provide and discuss market comparison data with management<br>• Phone calls | 13-15 Weeks |
| 4 | • Pay structure and schedule<br>  o Establish or propose modifications to pay structure and schedule that includes grades with job point ranges for each grade and pay ranges for each grade<br>  o Analyze and modify pay schedule for compliance with Minnesota Pay Equity Act<br>  o Analyze financial and individual employee impact<br>• Phone calls | 13-15 Weeks |
| 5 | • Appeals<br>  o Develop a process, forms, execution guide, and template responses for appeals by employees of job descriptions and/or job evaluation ratings and review appeals | 16 Weeks |
| 6 | • Finalization<br>  o Draft and present in-person report describing job analysis, job classification, and compensation findings and recommendations<br>  o Draft compensation-related personnel policies and plan<br>  o Draft job description, job evaluation, and compensation updating/how-to documents | 16 Weeks |

## Costs

### All Phases

The services listed above can be provided by Flaherty & Hood, P.A. as a whole for all job classifications at a discounted price of **$6,500**

### Other Services

Flaherty & Hood, P.A. can provide the following additional services city-wide:

| Service | Total Cost |
|---|---|
| Prepare presentation and meet with incumbent employees explaining the study | $750 |
| Draft updated descriptions | $2,000 |
| Compile, review and analyze market data for a benefit other than wages and health insurance, but lower price if more than one benefit | $500 |
| Establish supplemental variable pay system, such as performance pay, merit pay, and/or skills or competency pay | $1,800 |

### Individual Job Classifications

Flaherty & Hood, P.A. can provide the following services for an individual job classification as part of or after the study:

| Service | Total Cost |
|---|---|
| Draft updated job description; compile, review and analyze market compensation data, including wages and health insurance benefits; and establish points, collectively, but lower price if more than one job classification | $800 |
| Draft, review, and analyze position questionnaires for incumbent employee, if any, and management addressing the skill, effort, responsibility and working conditions of the position, and draft new or updated job description and establish points after initial job classification pointed | $500 |
| Compile, review and analyze market compensation data, including wages and health insurance benefits | $500 |
| Draft, review, and analyze position questionnaires for incumbent employee, if any, and management addressing the skill, effort, responsibility and working conditions of the position, and draft new or updated job description | $350 |
| Establish points after initial job classification pointed | $250 |

All other expenses not addressed above incurred by Flaherty & Hood, P.A. in providing job classification and compensation services to City of St. Charles shall be billed as incurred on a monthly basis, including but not limited to:

Travel time and mileage to City.....$200
Black and white copies .....15 cents/page
Color copies .....75 cents/page

Items in addition to those above or other labor relations, employment law, and human resources services are available to City of St. Charles and will be billed at the significantly reduced CGMC hourly rates of $115 per hour for the first 25 hours and $135 per hour for hours over 25.

## Consultants

**Carol Loncar, Human Resources Analyst**
Carol provides job classification, compensation and organizational services for municipal clients and other organizations. She has extensive experience working with organizations in creating job evaluation and compensation systems, researching and analyzing job evaluation and compensation data, creating performance management tools, preparing human resources guidance documents, and reviewing organizational structures. Carol is a certified Senior Professional in Human Resources (SPHR ®). She is a member of the Twin Cities Compensation Network and Society for Human Resources Management.

**Brandon M. Fitzsimmons, Shareholder Attorney**
Brandon provides legal services for local governments throughout Minnesota in the areas of labor contracts, grievances, arbitrations, personnel matters, and administrative and disciplinary proceedings. He also analyzes compensation and settlement data; advises on compliance with pay equity and other wage laws; conducts internal employment investigations and reviews and drafts labor and employment contracts, policies, manuals, and settlements. Brandon is a member of the National and Minnesota Public Employer Labor Relations Associations, the Society for Human Resources Management, and the Minnesota State Bar Association Labor and Employment Law Section.

## Clients

Some of the Minnesota public entities Flaherty & Hood, P.A. has provided job classification and compensation services to include the following:

- City of Albert Lea
- City of Bagley
- City of Moorhead
- City of Pelican Rapids
- City of Plainview
- City of Waseca
- City of Winona
- City of Windom
- City of Winsted
- City of Worthington
- Moorhead Public Service
- St. Cloud Area Planning Organization

If you have any questions related to this initial quote or would like to discuss the proposed scope of services, please contact us at your convenience at (651) 225-8840. Thank you for your consideration and the opportunity to submit this initial quote.