

**MINUTES OF THE WORKSHOP MEETING  
CITY COUNCIL  
LITTLE CANADA, MINNESOTA**

**FEBRUARY 23, 2022**

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 23<sup>rd</sup> day of February, 2022 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 6:00 p.m. and the following members of the City Council were present at roll call:

**CITY COUNCIL:** Mayor Keis, Council Members Fischer, Torkelson, McGraw and Miller.  
Absent: None.

**ALSO PRESENT:** City Administrator Chris Heineman, City Clerk/HR Manager Heidi Heller, Finance Director Brenda Malinowski, Parks & Rec/Community Services Director Bryce Shearen, Community Development Director Corrin Wendell and Dr. Tessia Melvin with David Drown Associates Human Resources, Inc.

**REVIEW CLASSIFICATION & COMPENSATION STUDY DONE BY DDA**

The City Administrator stated that Council approved a contract with David Drown Associates Human Resources to conduct a classification and compensation study for the City. He explained that this study will provide a more detailed analysis of our current compensation system that will result in a system that is solid, understandable, and can be implemented in a timely manner. He stated that City staff has been working with Dr. Tessia Melvin from DDA Human Resources over the past few months. He reported this process included an analysis of our current compensation plan for compliance with the Local Government Pay Equity Act and discussing recommendations for changes to our current compensation system that will help with the retention of current staff, and will enable the City to hire and retain quality employees as future positions become available.

Dr. Tessia Melvin with David Drown Associates (DDA) explained that she conducted a market analysis to collect market wage data, develop a compensation structure that is market competitive and identify and implementation plan for the Council to consider. She reviewed the pay equity results and stated that she identified some inconsistent pay grades with pay equity points so all positions were evaluated and updated if needed. She stated that she worked with City staff to determine a group of cities with whom Little Canada competes for employees and cities that are comparable in size and services. She explained the market analysis where she looked at similar job positions and wage ranges. She noted that not all jobs have comparable jobs in other cities. Dr. Melvin reviewed the next steps for Council to consider.

Torkelson asked if the positions that are under-market should be adjusted before June 29. The City Administrator stated that the City Council Personnel Committee can meet with staff and review the individual positions and steps. The Committee can bring forward any further recommendations for the City Council to consider. The City Clerk/HR Manager confirmed that the pay scale and job point results presented appear to be acceptable to the Council.

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There was Council consensus that the results of the study are helpful and are on the right track. The Council agreed to have the Personnel Committee meet to further review the study and discuss specific recommendations that will be brought back to the full Council for final actions.

**There being no further business, the meeting was adjourned at 7:21 p.m.**

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John T. Keis, Mayor

Attest:

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Christopher Heineman, City Administrator