



WHERE COMMUNITY AND SPIRIT MEET®

WORK SESSION MINUTES

A work session of the Kirkwood City Council was held on May 8, 2018, at 7:00 a.m. Present were Mayor Griffin, Council Members Duwe, Edman, Luetzow, Wurtz and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, City Clerk Betty Montaño, Fire Chief James Silvernail, and City Attorney John Hessel. Council Member Ward was absent.

APPROVAL OF MAY 3, 2018 MINUTES

Motion was made by Council Member Duwe and seconded by Council Member Edman to approve the May 3, 2018 minutes. The motion was unanimously approved.

COMPENSATION STUDY

Assistant Chief Administrative Officer Georgia Ragland, Dr. Victoria McGrath and Malayna Halverson Maes with McGrath Human Resources Group presented information pertaining to the Compensation Study. A Power Point was presented. Some of the issues discussed are as follows:

- An in depth comprehensive compensation study was performed by McGrath Human Resources Group.
- The objectives of the study were to:
 - Obtain and establish compensation within the external comparable market.
 - Integrate the data to a classification and compensation system to attract and retain qualified workers who will be paid equitable salaries.
 - Adjust the current pay model to help move employees across their pay range and address pay compression among City positions.
 - Evaluate internal equity including simplification and/or consolidation of job positions within the compensation system.
 - Review and evaluate Wage and Salary policies and provide recommendations for changes or updates.
 - Work with administration to plan for and support implementation options for the compensation system.
 - Provide for on-going maintenance of the systems.
- McGrath Human Resources Group met with Administration, Human Resources, and Department Directors, collected and reviewed data, invited all employees to complete a position questionnaire, help group meetings with employees, collected compensation data from 25 organizations for 102 job titles, and reviewed all position adjustments with Administration, Human Resources, and Department Directors.
- Analysis of Current Systems/Summary of Issues:
 - 12 pay grades, 50% range, movement is based upon percentage increase determined by City, and market is not identified.
 - Compression: pay differences are too small to be considered equitable.
 - Kirkwood pays, on average \$1,384, less for health insurance per year for a family plan.
 - Kirkwood's retirement program is Defined Contribution, whereas others are Defined Benefit programs. The retirement program may be a disadvantage for recruitment/retention.
 - Major benefits do not change the City's position in the market.
 - Minimum salaries need adjustments.
 - Current salary schedule is compressed.
 - Demographics indicate turnover within the next decade.
- Recommendations:
 - Ensure employees reach 10% above the external market.
 - Internal equity among all employee schedules.
 - New salary schedule.
- This topic will be placed on a future work session agenda for further discussion.

MOTION TO CLOSE THE MEETING

Motion was made by Council Member Luetzow and seconded by Council Member Duwe to close the meeting pursuant to RSMo Chapter 610.021 (9) (Negotiations).

Roll Call Vote as Follows:

Mayor Griffin	“Yes”
Council Member Duwe	“Yes”
Council Member Edman	“Yes”
Council Member Zimmer	“Yes”
Council Member Ward	Absent
Council Member Wurtz	“Yes”
Council Member Luetzow	“Yes”

The meeting was closed.

MOTION TO OPEN THE MEETING

Motion was made by Council Member Zimmer and seconded by Council Member Wurtz to open the meeting.

Roll Call Vote as Follows:

Mayor Griffin	“Yes”
Council Member Duwe	“Yes”
Council Member Edman	“Yes”
Council Member Zimmer	“Yes”
Council Member Ward	Absent
Council Member Wurtz	“Yes”
Council Member Luetzow	“Yes”

The meeting was opened. There being no further matters to come before the council, the meeting was adjourned

Betty Montañó, MMC/MPCC
City Clerk