CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
December 1, 2015

PRESIDING: Mark Shepherd Mayor

PRESENT: Keri Benson Councilmember
Kent Bush Councilmember
Ron Jones Councilmember
Mike LeBaron Councilmember
Bruce Young Councilmember

STAFF PRESENT: Adam Lenhard City Manager
JJ Allen Assistant City Manager
Stuart Williams City Attorney
Scott Hodge Public Works Director
Greg Krusi Police Chief
Eric Howes Community Services Director
Curtis Dickson Community Services Deputy Dir.
Rich Knapp Administrative Services Director
Summer Palmer Human Resource Manager
Nancy Dean City Recorder
Kim Read Deputy City Recorder

VISITORS: Victoria McGrath – McGrath Group, Lisa Eickholt – McGrath Group, Nike Peterson – Councilmember Elect, Vern Phipps – Councilmember Elect

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON THE EMPLOYEE COMPENSATION PLAN

Dr. Victoria McGrath from the McGrath Group introduced herself and Lisa Eckholt to the Council. She shared a brief overview and history of the McGrath Group. She reviewed the methodology which would be used during the Employee Compensation Plan Study and pointed out her current visit was to gain an understanding of the City’s departments and structure. She stated Summer Palmer, Human Resource Manager, had provided her with significant data which would be used in conjunction with position questionnaires to evaluate the City’s current structure from an internal perspective. She mentioned years of experience and education would be included as part of the evaluation process which would result in a point system. She stated the point system would be used to group positions of similar points which would be coupled with external market data from previous comparisons provided by Ms. Palmer. She emphasized both salary information and benefit information would be solicited and studied.

Ms. McGrath stated there would be a follow up visit to the City sometime in February in which the results of the external market data would be compiled and presented to small employee groups and the compensation committee. She emphasized at that time discussions would take
place regarding the type of compensation structure the City would like to implement moving forward. She reported the McGrath Group would design a compensation program to specifically meet the needs of the City based upon that direction.

Ms. McGrath explained there would be a third visit to the City to review the structure with each department and a final presentation would be shared with the City Council for its consideration. She emphasized her staff would take a lot of time up front ensuring its accuracy. She explained the appeal process which would be available to the employees. She answered questions from the Council and emphasized McGrath would be building a system which would be fiscally sustainable.

The meeting adjourned at 6:27 p.m.

APPROVED AND ADOPTED
This 8th day of December, 2015

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, December 1, 2015.

/s/Nancy R. Dean, City Recorder