

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpentour Avenue

MINUTES
August 27, 2025 at 7:00 P.M.

- A. CALL TO ORDER: 7:01 PM
- B. ROLL CALL: GUSTAFSON X LEEHY X MEYER
MIELKE X WASSENBERG X

STAFF PRESENT: LINEHAN X

- C. APPROVAL OF AGENDA

Councilmember Leehy motions to approve the agenda;
Approved 4-0

- D. PRESENTATION
1. DDA Classification and Compensation Study Presentation

Linehan explains that the City released a Request for Proposal (RFP) to notify qualified consulting firms that Falcon Heights was accepting proposals for a classification and compensation study. Currently, the City does not have pay ranges, and in some cases, position descriptions, which poses challenges. DDA Human Resources, Inc. was identified as the highest-scoring firm.

Mark Goldberg provides a background on DDA Human Resources, Inc., and outlines the goal of the project. The goal of the Classification & Compensation Study is to establish a compensation system that is easy to administer and remains up to date, ensuring a competitive and equitable pay structure. It does NOT determine staffing needs, nor is it designed to cut costs or eliminate positions. DDA looked at 17 comparable cities to Falcon Heights, taking into consideration the comparable cities' population size, geographic proximity, and from whom the city may lose employees, to gather data from. To consider a job position a match, at least 80% of the duties must match. In reviewing salary information, cities that either pay significantly more or less will not be used as data points (although the data will still be shared). Goldberg highlights study findings. DDA considers a +/- 10% to be the market value to allow for differences in variables such as time on the job, differences in skills, and prior experience, as examples.

Goldberg explains what a job evaluation is and why it is required for the pay equity report. He then explains the Job Evaluation Tool (JET) used to evaluate each position at the city, and not the individual in the position. Goldberg continues by showing the salary structure design for the city. The salary structure consists of 8 pay grades, each 2% to 4% apart, and 29.83% in total width. When comparing Falcon Heights' data against the market data, DDA found that no employees are paid above the salary range

maximum, two employees are paid below the minimum, and that all positions, on average, would increase 2.4% (minimum) and 4.0% (maximum) according to the new pay structure.

Linehan explains that each employee was asked to complete a JET, and then their supervisor did the same for the employee's position. He adds that the salary structure changes over time as the city implements cost-of-living adjustments (COLA). It's up to the city to determine when employees move up a step within the structure. He points out that the current step adjustments are aggressive at the start of employment, but there are barely any after 2 years of employment.

Wassenberg asks some clarifying questions. For example, new job positions or promotions are easy to add to the pay structure and are step adjustments based on tenure or job performance. Goldberg answers, there are point ranges in each pay grade that can be used for new positions. Step adjustments are often based on tenure but can be tied to job evaluation. The city can also choose not to implement a COLA each year.

Leehy wonders if this system incentivizes staff if it is not performance-based. Goldberg and Linehan explain that the structure provides the ability to hold back an employee if they are on a performance improvement plan or to accelerate them by moving them to the next grade if they are doing an outstanding job. He does point out that not doing it based on tenure, but on job performance, comes with risks.

Council discusses the implementation of the pay plan, as a 5% pay increase annually seems high when combining step adjustments with COLA. Linehan points out that adopting the pay plan would have annual cost adjustments with it, but they are predictable and can then be used to determine if a COLA is needed or not. It also establishes a pay range when hiring new staff. Implementing a pay plan is needed to comply with the next pay equity report. Goldberg suggests there is the option of making the step adjustments on an employee's anniversary rather than doing it all at once at the start of the year, to reduce the cost. There is also the option to freeze employees at their current step, but still implement a COLA.

Council thanks Golberg and DDA for their analysis.

E. APPROVAL OF MINUTES:

1. August 6, 2025 City Council Workshop Meeting Minutes

Councilmember Wassenberg motions to approve the meeting minutes;
Approved 4-0

F. PUBLIC HEARINGS:

G. CONSENT AGENDA:

1. General Disbursements through 8/22/25: \$68,476.69
Payroll through 8/11/25: \$22,156.15
Wire Payments through 8/22/25: \$16,550.52

Councilmember Leehey motions to approve the consent agenda;
Approved 4-0

H. ~~POLICY ITEMS:~~ ANNOUNCEMENTS:

Leehy explains the Community Engagement Commission met to start discussing the Human Rights Day event, with a focus on food insecurity. There are vacancies on the commission. She addresses the racist and anti-Semitic flyers that were spread in neighborhoods and notes that love and peace overpower hatred and fear. She wants everyone to feel welcome in Falcon Heights. She also expresses condolences for Minneapolis and the shooting that happened at the Annunciation Church.

Mielke thanks Leehy for her words. She stopped by the ^{Meet} Appreciate the Teacher event at Falcon Heights Elementary and thanked the principal for her kind words and the police officers who were present. She has also been walking the neighborhoods and is receiving positive feedback on the pay-by-mobile parking program.

Linehan echoes Leehy's words. Staff continues to make modifications to the pay-by-mobile program as they receive feedback and also look at improvements for the future. The State Fair Task Force will have a survey again. The plan is to start demolition at the Community Park on September 8. The structure will start getting erected in mid-October. The playground installation and final touches will happen in the spring. The grand opening will likely occur in May 2026. The road construction at Northome is substantially completed. There are still punch list items remaining in Falcon Woods.

I. COMMUNITY FORUM:

Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification, but no council action or discussion will be held on these items.

Chuck Long - 1717 Albert St.

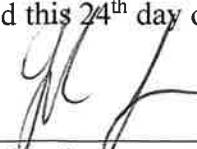
He thanks the city and residents for their prompt action and support in cleaning up the racial propaganda spread in the neighborhoods recently. He also commends the city for implementing the pay-by-mobile program during the State Fair. He doesn't understand why private businesses are allowed to sell parking during the State Fair and encourages the city to regulate it. Finally, he appreciates that the city is looking at potentially purchasing the former Get Pressed property. He suggests the City Council order the property owner to demolish the building as it continues to decay.

J. ADJOURNMENT: 8:07 PM

Mayor Gustafson motions to adjourn;
Approved 4-0


Randall C. Gustafson, Mayor

Dated this 24th day of September, 2025


Jack Linehan, City Administrator