



Watertown City Council  
Work Session

Mayor Steve Washburn  
Lindsay Guetzkow  
Adam Pawelk  
Michael Walters  
Dan Schuette

8/24/2021 - Minutes

1. Call To Order And Roll Call

Mayor Steve Washburn called the Watertown City Council work session to order at 5:31 p.m. on Tuesday August 24, 2021 in the council chambers of City Hall.

Council Members Present: Washburn, Michael Walters, Lindsay Guetzkow, Dan Schuette and Adam Pawelk.

Staff Present: Interim City Administrator Jeff O'Neill and Administrative Services Director Lynn Tschudi.

2. New Business

2.1. Step System Administration Discussion

Interim City Administrator Jeff O'Neill introduced the work session on step system administration. O'Neill said the intent of the presentation is to tie into the pay equity and market study. O'Neill gave his history on step systems throughout his career.

O'Neill explained how a step system works: allowing an employee to start at a lower step with lower pay and little experience and allowing them to climb the scale at 2.5% each year until they hit the top of the scale. O'Neill said if the pay scale is applied properly, it can be used as a tool to shape the behavior of a staff person since the step is not guaranteed.

O'Neill said it is important for council to build a set of goals and objectives. He gave an example of a list from Monticello of their project priority list. Staff and council should use a list to create goals and vision.

O'Neill said private entities pay is negotiated differently because there are often opportunities for

additional pay through bonuses and merit pay.

Schuette asked how often step systems are evaluated. Washburn stated he doesn't recall when the step system has been reviewed at Watertown.

O'Neill listed tasks that the City Administrator is responsible for:

- Job descriptions should always be kept up to date so employees and supervisors are aware of what they are doing in their job.
- Supervisors are being consistent with their performance reviews and step increase suggestions.
- Supervisors should always give notice in advance if staff is not meeting expectations.

Schuette asked where the performance evaluation form comes from. O'Neill said that it is driven from pay equity.

O'Neill expressed the importance of knowing what the community needs while it is growing and encourage staff to continue to advance.

Employees should engage in the goal setting process with the supervisor.

O'Neill said If you do not maintain a competitive pay scale:

- There will be a reduced candidate pool.
- You will have to hire people at the top and less motivation to grow.
- Supervisors will try to pump up the position to attempt to move staff up the scale.
- Employee retention issues.

Mayor Washburn asked what things should be changed on the performance evaluation form that council can direct the new City Administrator that continues to reward and motivate its employees. O'Neill said the current evaluation is quite good, but he would add a section for council goals. The job description should also be reviewed at the same time of the performance review. Council discussed the possibility of having access to employee evaluations.

#### 2.1.1. Evaluation System For High Achieving Organization

### 3. Adjournment

Washburn adjourned the work session at 6:26 pm.

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Steve

Washburn, Mayor

ATTEST: \_\_\_\_\_

Lynn Tschudi, Admin. Services Director