

2J. Consideration of approving submission of the 2026 Pay Equity Report.

Prepared by: Human Resources Manager	Meeting Date: 1/12/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: N/A	Approved by: City Administrator	

ACTION REQUESTED

Motion to approve submission of the 2026 Pay Equity Report.

REFERENCE AND BACKGROUND

Minnesota Pay Equity is a state requirement that helps ensure employees are paid fairly for work of similar value, regardless of whether jobs are traditionally held by men or women.

To meet this requirement, every three years cities must submit pay equity data to the Minnesota Department of Management and Budget. The data includes job classification, assigned job points, pay ranges, and gender for each employee who averages 14 or more hours per week and works at least 67 days (non-student) or 100 days (student). This reporting confirms the City is following fair pay practices and maintaining compliance with the Local Government Pay Equity Act (Minn. Stat. §§ 471.991–471.999) and Minnesota Rules, Chapter 3920.

The data must be reported online by January 31, 2026, and based on the preliminary report, staff expect the City will remain in compliance. Official notification of the compliance status will be provided later this year.

- I. **Budget Impact:** None.
- II. **Staff Workload Impact:** There was a minimal, short-term impact on the HR Manager’s workload, related to generating, entering, reviewing, and submitting the report.
- III. **Comprehensive Plan Impact:** N/A

STAFF RECOMMENDED ACTION

Staff recommends approval to submit the 2026 Pay Equity Report.

SUPPORTING DATA

- A. Job Class Data Entry Verification List
- B. Pay Equity Implementation Report

Job Class Data Entry Verification List

Case: 2026 Data

Monticello

LGID: 806

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
2	Building Custodian DMV/LS (PT)	1	0		M	200	2977.00	3724.00	0.00	4.00	
80	DMV Courier (PT)	1	0		M	200	2799.00	3411.00	0.00	8.00	
81	Building Custodian MCC (PT)	2	1		B	214	2977.00	3724.00	0.00	3.00	
68	Liquor Store Clerk (PT)	1	4		F	218	2799.00	3411.00	0.00	6.00	
87	Guest Service Associate (PT)	0	1		F	218	2327.00	3038.00	0.00	1.00	
88	Fitness Instructor (PT)	0	1		F	221	4073.00	5317.00	0.00	4.00	
71	Public Works Laborer Y/R	3	0		M	224	2799.00	3359.00	0.00	1.00	
78	Building Custodian (FT)	1	0		M	236	3509.00	4391.00	0.00	1.00	
73	Membership Specialist (PT)	0	1		F	243	3509.00	4391.00	0.00	4.00	
6	Receptionist -Office Coordinat	0	1		F	247	4036.00	5043.00	0.00	2.00	
5	Liquor Store Clerk (FT)	3	2		B	266	4036.00	5043.00	0.00	24.00	
8	Deputy Registrar Clerk-(C)	0	6		F	269	4036.00	5043.00	0.00	10.00	
11	Accounts Payable Clerk	0	1		F	272	4566.00	5708.00	0.00	3.00	
19	Park Maintenance Operator	2	1		B	274	4615.00	6003.00	0.00	28.00	
70	Payroll Specialist	0	1		F	277	4566.00	5708.00	0.00	5.00	
89	Deputy Registrar Clerk-Trainer	0	1		F	280	4566.00	5708.00	0.00	2.00	
14	Administrative Assistant-Gen	0	3		F	280	4566.00	5708.00	0.00	31.00	
23	Street Maintenance Operator	5	0		M	283	4615.00	6003.00	0.00	26.00	
91	Administrative Asst.- Dev Serv	0	1		F	285	4566.00	5709.00	0.00	1.00	
22	Water and Sewer Operator	3	0		M	287	4615.00	6003.00	0.00	12.00	
62	Community DevED Coordinator	1	0		M	300	5097.00	6372.00	0.00	1.00	
21	Building Permit Technician	0	1		F	301	5097.00	6372.00	0.00	1.00	
24	Finance Assistant	0	1		F	306	5097.00	6372.00	0.00	11.00	
20	Utility Billing Specialist	0	1		F	306	5097.00	6372.00	0.00	1.00	
64	Engineering Tech	1	0		M	318	5097.00	6372.00	0.00	4.00	
90	Parks Foreman	1	0		M	333	4965.00	6455.00	0.00	1.00	
30	Streets Maintenance Foreman	1	0		M	333	4965.00	6455.00	0.00	1.00	
82	Water-Sewer Collections Forema	1	0		M	338	4965.00	6455.00	0.00	3.00	
63	Special Project Manager- Build	1	0		M	343	5303.00	6890.00	0.00	11.00	
27	Shop Mechanic/Operator	1	0		M	351	4965.00	6455.00	0.00	5.00	
83	IT Coordinator	1	0		M	354	5631.00	7038.00	0.00	4.00	
29	Assistant Recreation Manager	0	1		F	358	5631.00	7038.00	0.00	24.00	

Job Class Data Entry Verification List

Case: 2026 Data

Monticello

LGID: 806

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
38	Facility Maintenance Superviso	1	0		M	359	5631.00	7038.00	0.00	4.00	
25	Aquatic Supervisor	0	1		F	360	5631.00	7038.00	0.00	25.00	
35	Assistant Liquor Store Manager	1	0		M	370	6159.00	7701.00	0.00	29.00	
31	Building Inspector/Zoning Offi	2	0		M	379	6159.00	7701.00	0.00	4.00	
92	Building-Fire Inspector	1	0		M	379	6159.00	7701.00	0.00	1.00	
58	Communications Specialist	0	1		F	382	6159.00	7701.00	0.00	1.00	
37	Recreation Manager	0	1		F	408	6682.00	8353.00	0.00	5.00	
66	EDA Manager	1	0		M	427	6682.00	8353.00	0.00	9.00	
45	Park Superintendent	1	0		M	428	6682.00	8353.00	0.00	4.00	
32	Deputy Registrar Manager	0	1		F	436	6682.00	8353.00	0.00	11.00	
41	City Clerk	0	1		F	441	7216.00	9020.00	0.00	10.00	
40	Human Resources Manager	0	1		F	454	7216.00	9020.00	0.00	17.00	
44	Assistant Finance Director	0	1		F	457	7216.00	9020.00	0.00	3.00	
42	Chief Building Official	1	0		M	466	7216.00	9020.00	0.00	1.00	
43	Liquor Store Manager	1	0		M	468	7216.00	9020.00	0.00	17.00	
85	Facilities Maintenance Manager	1	0		M	471	7216.00	9020.00	0.00	1.00	
47	Streets Superintendent	1	0		M	472	7216.00	9020.00	0.00	5.00	
46	Utility Superintendent	1	0		M	491	7747.00	9686.00	0.00	5.00	
93	Assistant City Engineer	1	0		M	584	8272.00	10339.00	0.00	1.00	
86	Parks and Recreation Director	1	0		M	587	8272.00	10339.00	0.00	4.00	
48	Community Development Director	0	1		F	625	8802.00	11003.00	0.00	17.00	
52	Finance Director	0	1		F	736	9866.00	12334.00	0.00	5.00	
75	City Engineer-Public Works Dir	1	0		M	758	9866.00	12334.00	0.00	7.00	
53	City Administrator	0	1		F	981	11455.0 0	14316.00	0.00	5.00	

Job Number Count: 56

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: Monticello
 505 Walnut Street, Suite 1

 Monticello, MN 55362

Jurisdiction Type: City

Contact: Tracy Ergen	Phone: (763) 271-3235	E-Mail: Tracy.Ergen@MonticelloMN.gov
Contact: Rachel Leonard	Phone: (763) 271-3275	E-Mail: Rachel.Leonard@MonticelloMN.gov

Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

Keystone Job Leveling System; The same system used for 2023 reporting.

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:
 City Bulletin Board- Located at Monticello Community Center

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council

(governing body)

Lloyd Hilgart

(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$7127747.73

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:1/6/2026