



**DELTA CITY COUNCIL  
CITY COUNCIL WORK MEETING**

Thursday, October 26, 2017  
Delta City Municipal Complex Council Chambers  
76 North 200 West  
Delta, Utah 84624-9440

**PRESENT**

John W. Niles, Mayor Pro Tempore  
Robert W. Banks, Council Member  
J. Travis Keel, Council Member  
Betty Jo Western, Council Member

**ABSENT**

Gayle K. Bunker, Mayor  
Kiley J. Chase, Council Member

**ADDITIONALLY PRESENT**

Gregory J. Schafer, Admin. Officer/Recorder                      Jody T. Anderson, City Treasurer

Mayor Pro Tempore Niles called the meeting to order at 5:00 p.m. He stated that notice of the time, place and the agenda of the meeting had been posted at the City Municipal Complex, on the Utah Public Notice website, the Delta City website and had been provided to the Millard County Chronicle-Progress and to each member of the City Council at least two days prior to the meeting. Mayor Pro Tempore Niles conducted roll call.

**BUSINESS**

The Council Members focused upon three main topics related to desired content in the City's proposed new Personnel Policies and Procedures Manual: 1) an employee evaluation process, 2) the creation of employee award programs, and 3) settlement upon the type and structure of an employee compensation plan.

Some various employee evaluation models were reviewed and discussion was held about what was or was not desired in those reviewed. The Council provided their direction on what they would like to see in a format for use.

Council Members expressed their interest in creating an award for an employee's years of service to the City, an award for safe practices being exercised in the public works department and for exemplary customer service within the City offices. Additionally, the Council wishes to create a

“High 5” award for personnel who perform their jobs in an outstanding or remarkable manner, those who willingly accepts extra responsibilities, promotes a positive workplace environment, etc.

The Council held discussion about the pros and cons about the various types of compensation plans used by other municipalities and other business entities in payment to their employees for their services provided. Ultimately the Council opted to construct a Step and Grade scale whereby our personnel will be initially linked to a grade going forward with the policy adoption. An employee would then move across the steps unless promoted to a different grade based on performance. Should the Council provide a general cost-of-living-adjustment (COLA) the scale will be adjusted to reflect the COLA so that an employee does not top out of grade because of a COLA being provided.

Mayor Pro Tempore Niles asked if there were any comments, questions or other items to be discussed, there were none. Council Member Keel MOVED to adjourn the City Council Work Meeting. The motion was SECONDED by Council Member Banks. Mayor Pro Tempore Niles asked if there were any questions or comments regarding the motion. There being none, he called for a vote. The motion passed with Council Member Banks, Council Member Keel and Council Member Western in favor.

The meeting was adjourned at 8:05 p.m.



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**JOHN W. NILES**  
**MAYOR PRO TEMPORE**

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**GREGORY J. SCHAFER, MMC**  
**ADMINISTRATIVE OFFICER/RECORDER**

**MINUTES APPROVED: MM/DD/2017**