



**City of Lake Forest Park  
Salary Commission  
April 24, 2024  
MINUTES**

**Commission members present:** Chair Michael Troyer, Vice Chair Carol Fyall, Cmr Donna Hawkey

**Staff present:** HR Director Shannon Moore

Chair Troyer called the meeting to order at approx.4:01 p.m. The meeting took place in person and via Zoom.

**Approval of the Agenda**

Commissioner Hawkey made a motion to approve the agenda as presented. Vice Chair Fyall seconded the motion. The motion passed unanimously.

**Public Comment**

None.

**Approval of the Minutes**

Vice Chair Fyall made a motion to approve the April 8, 2024, draft meeting minutes as presented. Commissioner Hawkey seconded the motion. The motion passed unanimously.

**Old Business**

**A. Review of Survey Results**

HR Director Moore presented the results of the City Councilmember survey collected. Discussion ensued and the Commission thanked HR Director Moore for getting the survey sent out to Councilmembers.

**New Business**

**A. Review of Comparables**

HR Director Moore presented updated salary survey data with six additional agencies included, per the Commissions' prior request to view a larger sample size. Discussion ensued amongst the Commission.

**B. Salary Commission Recommendations**

Upon review of the salary information and survey results collected, the Commission examined discussed increasing the monthly wage for Councilmembers in order to keep it up-to-date with market. Options discussed included one increase vs. a staggered increase. Vice Chair Fyall made a motion to increase the Councilmember monthly wage from \$600 to \$700 effective the first paycycle following the Commission's recommendation as specified by municipal code, with a second increase from \$700 to \$800 effective

January 1, 2025. Commissioner Hawkey seconded the motion. The motion passed unanimously. The Commission noted that the Mayor appears to be in accordance with market. Vice Chair Fyall made a motion to have the Mayor's monthly wage hold at \$3000/month plus benefits, no changes. Commissioner Hawkey seconded the motion. The motion carried unanimously.

Chair Troyer stated he will draft the Commission's recommendation and send it to HR Director Moore to disseminate to the group for feedback.

The Commission confirmed that the next meeting will be the Public Hearing, held on May 6, 2024, at 7:00pm.

**Commission Members Report**

None.

**Adjournment**

Chair Troyer made a motion to adjourn the meeting. Vice Chair Fyall seconded the motion. Motion carried unanimously and the meeting adjourned at approx. 5:03 p.m.

SUBMITTED:

APPROVED:

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Shannon Moore, HR Director

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Chair Michael Troyer