



**City of Lake Forest Park
Salary Commission
March 11, 2024
MINUTES**

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

Staff present: HR Director Shannon Moore, City Clerk Matt McLean

CC McLean called the meeting to order at 5:09 p.m. The meeting took place in person and via Zoom.

Introductions

Staff and Commissioners introduced themselves to the group.

Selection of Chair/Vice Chair

Cmr. Hawkey nominated Cmr. Fyall for the position of Chair. Cmr. Fyall declined the nomination. Cmr. Hawkey nominated Cmr. Troyer for the position of Chair. Motion passed unanimously Chair Troyer nominated Cmr. Fyall for the position of Vice Chair. Motion passed unanimously.

New Business

A. Overview and Duties of Commission

CC McLean conducted an overview of the open public meetings act and the Salary Commission's assignment to review compensation for the City of Lake Forest Park's Mayor and Councilmember positions.

B. Schedule of Meetings

Future meeting dates were discussed and set as follows:

- Thursday, March 21, 2024, at 4pm
- Monday, April 8, 2024, at 7pm – Public Hearing
- Monday, April 15, 2024, at 5pm

C. Options for Review of Salaries and Benefits

HRD Moore shared initial salary information from AWC's 2023 survey for the Mayor and Councilmember positions. Based on feedback shared by the commissioners, HRD Moore will update the salary information to share at the next meeting.

Chair Troyer made a motion to review the updated data provided by HRD Moore at the next meeting and decide at that time if the Commission would like to explore the option of using an outside consultant or not. Motion passed unanimously.

D. Requesting Extension for Completing Report

Chair Troyer made a motion for the Commission to request an extension of the deadline to complete the Salary Commission report from City Council. Motion passed unanimously. HRD Moore will draft a letter for review and approval/signature from Chair Troyer by the next meeting.

Schedule of Next Meeting

Next meeting will be held Thursday, March 21st 2024, at 4pm.

Adjournment

Chair Troyer made a motion to adjourn the meeting. Cmr. Hawkey seconded the motion. Motion carried unanimously and the meeting adjourned at 6:09 p.m.

SUBMITTED:

APPROVED:

Shannon Moore, HR Director

Chair Michael Troyer