



**City of Lake Forest Park
Salary Commission
March 21, 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 4:02 p.m. The meeting took place in person and via Zoom.

Approval of the Agenda

Commissioner Hawkey made a motion to approve the March 11, 2024, draft meeting minutes. Commissioner Fyall seconded the motion. The motion passed unanimously.

Public Comment

None.

Old Business

A. Letter requesting an extension of the deadline to the City Council

HR Director Moore shared the drafted letter requesting an extension of the Salary Commission's deadline for City Council's consideration at their March 28, 2024, meeting. Per the Salary Commission's last meeting, the Commission will be asking for an extension through May 31, 2024.

B. Compensation Survey Results

HR Director Moore presented the updated compensation data from comparable agencies. Commissioner Hawkey asked if the group wanted to stick with the comparable agencies listed. Discussion ensued. HR Director Moore stated she could review AWC's Salary Survey for additional comparable agencies to explore adding to the list. Commissioner Fyall asked HR Director Moore to find out when the City of Lake Forest Park last updated the Council's wage.

Commissioner Fyall indicated she would like to know about the time Councilmembers spend in the role, etc. The group discussed the value of conducting a survey of Councilmembers to gather information about hours spent in different aspects of regional groups. Commissioner Hawkey recommended the Commission do a survey to capture hours and racial diversity questions. Commissioner Hawkey also stated that some cities have an extra stipend for people at a low-income base.

Chair Troyer made a motion to send a survey to Councilmembers to survey their perspectives of their role. Commissioner Hawkey seconded the motion. Motion

carried unanimously. Commissioner Hawkey stated she will draft the survey questions and send the work product to HR Director Moore so the group can review the drafted questions at the next meeting.

Due to the decision to conduct a survey, the Commission identified the need to adjust the previously agreed upon meeting schedule. Future meeting dates were discussed and set as follows:

- Monday, April 8, 2024, at 4pm
- Monday, April 15, 2024, at 5pm
- Wednesday, April 24, 2024, at 7pm – Public Hearing
- Monday, May 6, 2024, at 6pm

New Business

A. Example Reports

HR Director Moore shared three example documents from other agencies' salary commissions and their recommendations to Council for comparison.

Adjournment

Chair Troyer made a motion to adjourn the meeting. Cmr. Fyall seconded the motion. Motion carried unanimously and the meeting adjourned at 5:23 p.m.

SUBMITTED:

APPROVED:

Shannon Moore, HR Director

Chair Michael Troyer