



**City of Lake Forest Park  
Salary Commission  
April 8, 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. 4:05 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. Commissioner Fyall seconded the motion. The motion passed unanimously.

**Public Comment**

None.

**Approval of the Minutes**

Commissioner Fyall noted the meeting time for May 6, 2024 needed to be corrected to state 4pm instead of 6pm. Commissioner Hawkey made a motion to approve the March 21, 2024, draft meeting minutes with the update presented by Commissioner Fyall. Commissioner Fyall seconded the motion. The motion passed unanimously.

**Old Business**

**A. Last adopted salary increase for the City Council**

HR Director Moore shared that the last increase occurred in 2008.

**New Business**

**A. Discussion regarding a possible City Council survey**

Commissioner Hawkey shared her drafted survey questions to the group. Discussion ensued regarding the purpose of the survey, how the information would be used by the commission, and how the information would be quantified. A list of four questions were ultimately agreed upon by the commission:

- Briefly tell us why you ran for City Council.
- About how many hours do you spend attending City council meetings, events, training, and committees in your capacity of Councilmember (monthly)?
- About how many hours do you spend preparing for City council meetings, events, training, and committees in your capacity of Councilmember (monthly)?
- Anything else you would like us to know that you think will help us understand your council service work better?

**Commission Members Report**

Chair Troyer stated this was covered in the earlier City Council survey discussion e.g. how the survey could be used as a tool to support the work of future Salary Commissions.

**Adjournment**

Chair Troyer made a motion to adjourn the meeting. Cmr. Fyall seconded the motion. Motion carried unanimously and the meeting adjourned at approx. 5:00 p.m.

SUBMITTED:

APPROVED:

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Shannon Moore, HR Director

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Chair Michael Troyer