

**MINUTES OF THE SPECIAL MEETING
OF THE WARROAD CITY COUNCIL
October 11, 2023**

CALL TO ORDER:

Acting Mayor Thompson called the Special Meeting of the Warroad City Council to order at 12:07p.m. on October 11, 2023.

Those Present: Councilors Kevin Thompson, Doug Thomasson, Joe Olafson and Michele Vandal.

Absent: Bob Marvin

Also Present: City Administrator Kathy Lovelace

APPROVE AGENDA:

Councilor Vandal moved to approve the meeting agenda as presented. The motion was seconded by Councilor Thomasson and carried unanimously.

WAGE DISCUSSION:

Police Department Wages: Some council members and Public Safety Commission members were contacted recently with concerns that the city wages needed to be reviewed as they were not competitive with other area agencies. Because there is a deficit in law enforcement personnel throughout many agencies there is a need to stay competitive in an effort to retain employees or attract applications for the vacant position..

Lovelace expressed concern that this is not just a police department issue and requested that the council take a look at all city employee wages as we start to fine tune the 2024 budget numbers. Council members agreed to do that. However, due to the shortage of law enforcement officers nationwide, they felt they needed to act on the police wages immediately.

City Administrator Lovelace used the new LMC Salary Survey website and gained pay comparisons for several agencies in northwest and central Minnesota. Based on those comparisons, the following action was taken.

Motion made by Councilor Vandal to change the Grade of Police Officers from the current Grade 8 to Grade 9 effective immediately. There is to be no change to anniversary dates. The motion was seconded by Councilor Thompson and carried unanimously.

Part-Time Liquor Store Clerk Wages: City Administrator Lovelace explained that this city position has never been a part of the standard step/grade system that the City has had as far as she is aware. Because of that, these wages were not reviewed or adjusted on any regular basis and have fallen well below where they should be. Currently the starting wage is \$14.00 per hour. She and the Liquor Store Manager believe this is a major contributor for why the Liquor Store has not been able to attract sufficient help. Lovelace utilized the LMC Salary Survey to gain comparable wages for the position. Based on the comparable wages obtained, the following action was taken.

Motion made by Councilor Thomasson to adjust the starting PT Liquor Store Clerk wage to \$16.00 for new up to 3 years of employment, and \$16.50 for those with more than three years of service. This change will be effective immediately. The motion was seconded by Councilor Vandal and carried unanimously.

2024 BUDGET WORK SESSION:

It was decided that a Work Session would be scheduled for Tuesday, October 24th from 3:30 – 5:30 to begin to fine tune the department budgets.

ADJOURNMENT:

There being no further business, ***Councilor Vandal moved to adjourn the Regular Meeting of the Warroad City Council of September 25, 2023.*** The motion was seconded by Councilor Thompson and carried unanimously. The meeting adjourned at 4:55 p.m.

Mayor Bob Marvin

Kathy A. Lovelace, City Administrator

Minutes prepared by: Kathy Lovelace, City Administrator