

**OAK GROVE COUNCIL  
Special Meeting Minutes  
Monday, September 18, 2023**

The Special Meeting of the Oak Grove City Council was called to order by Mayor Rolf at 6:00 p.m. on Monday, September 18, 2023. Roll call taken.

Present: Weston Rolf, Mayor  
Angie Bray Johnson, Council Member  
Paul Tradewell, Council Member  
John West, Council member

Absent: Mike Wylie, Council Member

Also Present: Loren Wickham, City Administrator  
Michael Mooney, Abdo

**1. Compensation Study**

Michael Mooney, Abdo presented the Position Classification and Compensation Study to the City Council. He reviewed the project overview, timeline and Abdo Team. He reviewed the project goals and underlying assumptions. He reviewed the analysis process and methodology. He reviewed the compensation and incentive plan highlights and next steps for the project.

He reviewed the key findings and considerations.

- Current pay rates for each position were, on average, 10% above the market minimum pay for similar positions. It is important to note, however, that this is an average and individual positions vary.
- Current pay rates for each position were, on average, 10% below the market maximum pay for similar positions. It is important to note, however, that this is an average and individual positions vary.
- In some cases, there is only one employee per position. When comparing current rates to the market, the single pay rate represented minimum and maximum pay for the position. This explains the large swing of market positioning from minimum to maximum.
- Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City's internal organizational structure and to the market. Doing so will presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2024, effective date. As a result, it should be noted that, should the City not elect to apply a 2024 COLA adjustment to their current compensation model or implement the proposed compensation scale updates, current market variances, may continue to grow.

The plan recommends a step and grade system which Mooney reviewed with the Council.

He presented phased implementation and associated costs to implement the plan as  
Phase 1 Total Annual cost of 2023 Implementation (Annualized for 2023) \$9,800 1.69%  
Phase 2 Total Annual Cost of 2024 COLA \$22,200 3.77%  
Phase 3 Total Annual Cost of Additional Steps \$34,000 5.61%

Administrator Wickham stated Abdo will prepare total costs including all payroll taxes for the Council to review as part of the 2024 preliminary levy and budget.

**2. ADJOURNMENT**

**MOTION MADE BY COUNCIL MEMBER WEST, SECOND BY COUNCIL MEMBER TRADEWELL TO  
ADJOURN. Motion carried 4-0. The meeting was adjourned at 6:59 p.m.**

Respectfully Submitted,

Loren Wickham  
City Administrator