

CITY OF EMERADO COUNCIL

201 Main Street, Emerado, ND 58228

PRELIMINARY BUDGET MEETING – EXECUTIVE SESSION (Salary Discussion)

Date: July 22, 2025

Time: 6:50 PM – 7:52 PM

Minutes Prepared: August 17, 2025 (in an effort to rectify the omission of minutes in accordance with the North Dakota Century Code regarding open meeting requirements)

Meeting Minutes

Call to Executive Session:

At 6:50 PM, during the preliminary 2026 budget meeting, the Council requested that Chief Lund and Auditor Klava step out in order to discuss their respective salaries and potential raises. Both Chief Lund and Auditor Klava agreed to step out of the meeting during the discussion.

Chief Lund – Salary Discussion

- **Proposal by Council Member T. Wynn:**

T. Wynn recommended converting Chief Lund's compensation from an annual salary to an hourly wage of \$34/hour. This would equate to a base salary of \$70,720 per year, with additional potential for overtime pay.

- **Council Discussion:**

- There was extended discussion among Council Members regarding the feasibility of such a significant salary increase.
- T. Wynn and T. Kramer supported raising Chief Lund's pay to the \$33–\$34/hour range.
- T. Hanson expressed concern about the size of the increase and whether it was sustainable within the budget.
- J. Linneman also shared concerns regarding the financial impact of the proposed \$34/hour rate and the need to allocate a separate overtime budget.

- **Final Decision:**

The Council reached a consensus on setting Chief Lund's base pay at **\$32/hour**, amounting to **\$66,560 annually**, with an **additional \$5,000 allotted for overtime**.

- Overtime would be paid at **\$48/hour**, allowing for approximately 8 hours of overtime per month.
- The total potential compensation would then be **\$71,560/year**, which was seen as a fair compromise between Chief Lund's current salary of \$61,200 and his requested \$75,000.
- **Additional Discussion:**
 - The Council agreed that **overtime should be used only in emergency situations**, and discussed creating guidelines and required documentation for overtime approval.
 - Council members will request Chief Lund **vary his working hours more**, including some evening, night, and weekend shifts to improve visibility and coverage.
 - T. Kramer requested a **monthly schedule from Chief Lund be provided**, indicating planned work hours.
 - J. Linneman noted that such a schedule had been requested in the past and had not been consistently submitted. Mayor Lanes confirmed that he had received schedules previously, but not for some time.
 - The Council agreed that a schedule should be regularly submitted, understanding that schedules may change, but emphasizing the need for general shift planning to avoid predictability.

Auditor Klava – Salary Discussion

- The Council discussed providing Auditor Klava with a raise **above the typical Cost of Living Adjustment (COLA)**.
- A **5% salary increase** was unanimously agreed upon, raising her salary from **\$49,273.44 to \$51,737.11**.
- The Council discussed complaints concerning unannounced closures of City Hall. In response, the Council considered the potential need to hire a Deputy Auditor to provide coverage during vacation or sick leave, as well as to assist with daily operations. It was noted that further discussion will be required to determine budget feasibility for this position.

- There was also discussion about potentially **adjusting City Hall hours** to Monday–Thursday, 8:00 AM–5:00 PM, with a one-hour lunch break. No final decision was made on this matter.

Council and Mayor Compensation

- T. Hanson raised the issue of the **Council and Mayor's pay**, noting it had not increased in several years.
- J. Linneman agreed.
- The Council unanimously agreed to the following pay increases:
 - **Council Members:** from \$120 to **\$160 per meeting**
 - **Mayor Lanes:** from \$150 to **\$200 per meeting**

Note: These changes will require a formal ordinance amendment.

Adjournment of Executive Session:

The executive session ended at **7:52 PM**, followed by a five-minute recess. Chief Lund and Auditor Klava were asked to rejoin the meeting at this time.

Meeting Resumed:

The remainder of the meeting continued with all participants present.


Jake Lanes
Mayor