

**Dunn City Council**  
**Special Meeting**  
**Monday, April 17, 2023**  
**5:30 p.m., Dunn Municipal Building**

## Minutes

**PRESENT: Mayor William P. Elmore Jr., Mayor Pro Tem Dr. David L. Bradham, Council Members J. Wesley Sills, April Gaulden, Frank McLean, Billy N. Tart, and Chuck Turnage.**

*Also present: City Manager Steven Neuschafer, Assistant City Manager Mathew Boone, Finance Director Cary McNallan, Chief of Police Cary Jackson, Human Resources Director Connie Jernigan, Downtown Director Amber Groves, and City Attorney Tilghman Pope.*

### CALL TO ORDER AND INVOCATION

Mayor Elmore opened the meeting at 5:30 p.m. and gave the invocation. Afterwards, he led in the Pledge of Allegiance.

### Pay Study Presentation and Discussion

Human Resources Director Jernigan shared that Erica Phillips with the MAPS Group will be making the presentation on the findings of the pay study. Phillips shared the qualifications of the MAPS Group and the different services that they provide. The goal of updating the pay plan is to retain, recruit and motivate employees. Each employee completed a survey of their job and had an orientation. After which, the supervisor reviewed the survey and made notes and comments based on the employees information.

The finished product includes:

- Recommendations for an updated classification structure
- Job descriptions that adequately reflect job responsibilities and required qualifications
- Market assessment measuring the city's positions with peer employers
- FLSA review of job titles (exempt vs. non-exempt)
- Recommendations for sustainable pay policies and practices.

Phillips added that the study is based on pay grades. She reviewed the printed information with the Council. She shared about the compression issue and recommends increasing minimum pay due to years of experience and service. They are recommending .5 percent per year to help with the compression problem.

Cost for implementation is \$391,134 or 6.1% of overall payroll, which does not include benefits. She recommended sharing with employees every other year or so cost of the benefits that they receive. Merit pay was discussed and is also recommended. Council Member Turnage shared that it is important that the Council look to determine if the City can afford the implementation. Discussion followed on merit pay being more aggressive.

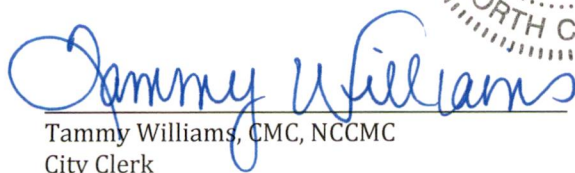
Last pay study was completed in 1993. Phillips recommended making changes annually to keep from needing another pay study in the immediate future. Sometimes you may need to look at individual positions due to the demands of people in that position and to keep up with the market. She did not recommend taking away the COLA increase. Jernigan added that on the listserv most municipalities are giving 5% COLA this year and most give between 2 and 5% merit. Council Member Sills recommended a morale assessment of employees also is needed. Mayor Elmore thanked Ms. Phillips and Connie for all their efforts in this process.

Motion by Council Member Sills and second by Council Member McLean to enter Closed Session for the purpose [N.C.G.S. 143-318.11(a)(5)] to instruct the staff concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. **Motion unanimously approved.**

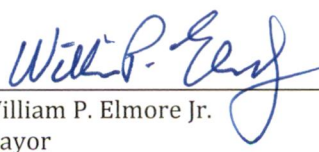
Mayor Elmore reconvened the meeting.

With no further business to discuss, motion by Council Member Gaulden and second by Council Member Sills to adjourn the meeting at 6:58 p.m. **Motion unanimously approved.**

Attest:

  
 Tammy Williams, CMC, NCCMC  
 City Clerk



  
 William P. Elmore Jr.  
 Mayor