

TOWN OF ROSS

RESOLUTION NO. 2350

A RESOLUTION OF THE TOWN OF ROSS APPROVING A SECOND AMENDMENT TO THE TOWN MANAGER EMPLOYMENT AGREEMENT AND AMENDING THE TOWN'S SALARY SCHEDULE

WHEREAS, the Town of Ross and Christa L. Johnson entered into an employment agreement (Agreement) dated November 8, 2021; and

WHEREAS, the Town of Ross and Christa L. Johnson entered into an amended employment agreement (Agreement) dated November 8, 2022; and

WHEREAS, the Parties recently completed an annual performance review; and

WHEREAS, the Parties now wish to enter into an amendment to the Town Manager Employment Agreement to provide the Town Manager with a 5% annual salary increase effective November 8, 2023 and to maintain the previously approved 3% annual salary increase effective on November 8, 2024; and

WHEREAS, the Ross Town Council further desires to amend the Town's salary schedule to update the Town Manager's salary in accordance with the action taken by this resolution.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Ross hereby approves the second amendment, attached hereto, and authorizes the Mayor to sign the amendment.

BE IT FURTHER RESOLVED, that the Town of Ross Salary Schedule attached hereto is amended to reflect the Town Manager's revised full-time annual salary of \$259,087.50, effective November 8, 2023.

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 14th day of December, 2023, by the following vote:

AYES: Council Members Brekhus, Kircher, Kuhl, McMillan, Robbins

NOES:

ABSENT:

ABSTAIN:


Elizabeth Brekhus, Mayor

ATTEST:



Cyndie Martel, Town Clerk

Attachments:
Second Amendment to the Town Manager Employment
Town of Ross Salary Schedule

**SECOND AMENDMENT TO
TOWN MANAGER’S EMPLOYMENT AGREEMENT**

This **SECOND AMENDMENT TO THE TOWN MANAGER’S EMPLOYMENT AGREEMENT** (“Amendment”) is effective as of November 8, 2023, by and between the Town of Ross (“Town”) and Christa L. Johnson (“Employee”).

RECITALS

A. The Town employs Employee as its Town Manager, pursuant to an Employment Agreement effective November 8, 2021, and as Amended on December 8, 2022 (“Town Manager’s Agreement”).

B. The Town Council has conducted its 2nd-year performance evaluation of Employee as set forth in the Manager’s Agreement and is well satisfied with Employee’s performance. The Town Council finds that the Employee has demonstrated management and leadership skills that compare favorably to persons holding similar positions in similar agencies.

C. The Town’s policy is to offer compensation packages that are competitive with similar employers for similar positions so as to maintain the highest quality staff to serve the public. After completing the Town Manager’s annual review, the Town Council has decided to modify the Town Manager’s Agreement and compensation as set forth in this Amendment and Employee has agreed to such modification.

NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE RECITALS AND OF THE MUTUAL PROMISES AND CONDITIONS OF THIS AMENDMENT, IT IS AGREED AS FOLLOWS:

1. **Base Salary.** Section 5.A.3. of the Town Manager’s Agreement shall be amended as follows:

(3) **Base Salary Adjustments.** Employee’s annual base salary shall be adjusted in the amounts and on the dates indicated:

Effective November 8, 2021	\$235,000
Effective November 8, 2022	\$246,750
Effective November 8, 2023	\$254,153 -\$259,087.50
Effective November 8, 2024	\$261,777 -\$266,860.12

2. **Town Manager's Agreement Otherwise Unchanged.** Except as expressly modified by this Amendment, the Town Manager's Agreement between the Town and Employee shall remain in full force and effect.


IN WITNESS WHEREOF, this Second Amendment to the Town Manager's Agreement shall be effective as of the day and year written above.

Dated: Dec 15, 2023


THE TOWN OF ROSS:

By: 
Mayor, Town of Ross

APPROVED AS TO FORM


Benjamin Stock
Town Attorney, Town of Ross

EMPLOYEE


Christa L. Johnson
Town Manager, Town of Ross

TOWN OF ROSS
SALARY SCHEDULE
November 8, 2023

Department/Position	Hourly	Per Month				
	Rate	Salary	Step A	Step B	Step C	Step D
TOWN MANAGER approved by Resolution 2218 adopted 10/14/21 amended and approved 12/08/22 - effective 11/08/22 amended and approved 12/14/23 - effective 11/08/23		\$ 21,590.62	--	--	--	--
ADMINISTRATION approved by budget						
Administrative Manager/Town Clerk			\$ 8,165	\$ 8,572	\$ 9,000	\$ 9,451
Administrative Analyst	\$40.00 - \$56.00					
Administrative Intern	\$20.00 - \$28.00					
Town Treasurer		\$ 250	--	--	--	--
Office Assistant	\$28.23					
PLANNING AND BUILDING approved by budget						
Planning and Building Director			\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833
Senior Building Inspector			\$ 9,343	\$ 9,810	\$ 10,269	\$ 10,816
Building Permit Technician			\$ 6,624	\$ 6,954	\$ 7,304	\$ 7,667
Planner			\$ 7,585	\$ 7,964	\$ 8,362	\$ 8,780
Assistant Planner			\$ 6,665	\$ 7,092	\$ 7,510	\$ 7,928
PUBLIC WORKS approved by budget						
Public Works Director			\$ 13,677	\$ 14,361	\$ 15,079	\$ 15,833
Maintenance Supervisor			\$ 7,268	\$ 7,631	\$ 8,013	\$ 8,413
Senior Maintenance Worker			\$ 6,100	\$ 6,405	\$ 6,726	\$ 7,062
Maintenance Worker			\$ 5,358	\$ 5,626	\$ 5,908	\$ 6,203
POLICE CHIEF approved by Resolution No. 2307 adopted 05/11/2023						
Police Chief		\$ 15,996	--	--	--	--
Education pay of \$250/month, Uniform Pay \$1,000/yr						
POLICE approved by Resolution No. 2259 adopted 07/14/22						
Police Sergeant			\$ 9,412	\$ 9,883	\$ 10,377	\$ 10,896
Police Officer			\$ 7,976	\$ 8,375	\$ 8,795	\$ 9,234
MOU also calls for:						
Longevity pay of 2.5% - 5% of salary						
Education pay of \$50 to \$300 per month						
Shift differential pay of 5% for night hours						
Holiday in lieu pay for 13 holidays per year						
Uniform pay of \$1,200/year						
approved by budget						
Police Lieutenant		\$ 11,476				
Police Officer Trainee		\$ 5,763				
RECREATION approved by budget						
Recreation Manager - full time			\$ 8,354	\$ 8,772	\$ 9,210	\$ 9,671
Recreation Specialist - 75% time - 1560 hours	Hourly		\$ 32.49	\$ 34.12	\$ 35.82	\$ 37.61
Recreation Specialist - 45% time - 936 hours	Hourly		\$ 32.49	\$ 34.12	\$ 35.82	\$ 37.61
Clerk	Hourly		\$ 25.39	\$ 26.66	\$ 28.00	\$ 29.40
Recreation Instructor/Program Lead	\$25.00 - \$78.00					
Recreation Leader	\$16.00 - \$24.00					
Administrative Assistant	\$28.53 - \$39.83					