



**SALARY COMMISSION MINUTES  
TUESDAY, FEBRUARY 19, 2019  
CITY HALL  
22710 E. COUNTRY VISTA DRIVE  
1:30 P.M.**

**CALL TO ORDER**

Chairman Wissmann called the meeting to order at 1:30 p.m.

**ROLL CALL:**

Present: Chairman Joan Wissmann, Salary Commissioner James Baumker, and Salary Commissioner Holly Woodruff  
City Staff: RJ Stevenson, City Finance Director; and Tricia Prince, Office Assistant

**AGENDA APPROVAL:**

Chairman Wissmann moved to approve the February 19, 2019 agenda and February 14, 2019 meeting minutes, seconded by Commissioner Baumker. Motion carried unanimously.

**REVIEW AND DISCUSSION OF DRAFT QUESTIONNAIRE:**

The Salary Commission members reviewed the questionnaire that was drafted after the February 14<sup>th</sup> meeting and made changes before requesting that the questionnaire be edited as follows:

1. Commissioner Baumker would like to specify that the Committee is asking for how many meetings attended per month "last year / 2018".
2. The term "jurisdictions" was questioned and the commission agreed to change that word to "cities"

Chairman Wissmann presented the letter to distribute to the Council Members with the questionnaire. There were no changes that needed to be made.

Chairman Wissmann verified with the Finance Director that the interviews will be public. Mr. Stevenson answered that they will be, and that he would confirm with the City Attorney at the council meeting. He will also ask what options the commissioners will have when it comes to interviews. Verifying that a phone interview is acceptable and asking how that should be done. Mr. Stevenson also stated that he would have the information that was requested from MRSC and the City Attorney at the Feb 14<sup>th</sup> meeting available at the March 14<sup>th</sup> meeting.

The committee agreed that a 30 minute interview is an appropriate amount of time to schedule with the Council Members.

#### **TIMELINE:**

Commissioner Woodruff presented information to the Commission about the process to become a City Council Member from PDC (Public Disclosure Commission). She suggested that the Salary Commission make their decision before the requirement date to file for candidacy. She added that this idea is in line with the commission's philosophy of attracting the most qualified individuals for City Council Positions.

Commissioner Baumker clarified that to finalize a target date, the commission needs to be ready to present to the public for a public hearing after the market data analysis and interviews have been completed.

After discussion the commission agreed that tentative target for their recommendation will be early May at which time a public hearing will be scheduled, and a final decision will be made by June 15<sup>th</sup>.

Commissioner Baumker asked how the commission's decision is published and Mr. Stevenson answered that the Spokane Valley Herald is where public notices are published because they meet all requirements. Mr. Stevenson also said that he would confirm the time frame for required publications throughout the process.

It was agreed that the next Salary Commission meeting will be on March 14<sup>th</sup> at 1:30 p.m.; Council members will be given until March 8<sup>th</sup>, 2019 to return the questionnaire.

The Salary Commission will start scheduling interviews at the March 14<sup>th</sup> meeting.

#### **PUBLIC COMMENT:**

Mike Kennedy commented that #2 and #3 on the questionnaire is the same question. He also commented that the City Council cannot get people to run for Council. He said that there must be a solid reason why they cannot get people to run for office. He also mentioned that the question regarding admin support is not necessary.

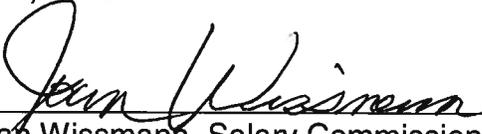
#### **INTRODUCTION OF UPCOMING AGENDA ITEMS:**

Commission members reviewed the upcoming agenda items for the March 14<sup>th</sup> Salary Commission meeting.

#### **ADJOURNMENT:**

Chairman Wissmann moved to adjourn the meeting, seconded by Commissioner Woodruff. Motion carried unanimously and the meeting adjourned at 2.30 p.m.

These minutes are approved March 14, 2019.

  
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Joan Wissmann, Salary Commission Chairman  
City of Liberty Lake

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*Notes and Transcription by Tricia Prince, Office Assistant. This Salary Commission meeting was also audio taped. Anyone desiring to listen to the recording may contact the City Clerk*