



**SALARY COMMISSION MINUTES  
THURSDAY, MARCH 14, 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 March 14, 2019 agenda and February 19, 2019 meeting minutes, seconded by Commissioner Baumker. Motion carried unanimously.

**FINALIZE INTERVIEW SCHEDULE:**

The Salary Commission members discussed possible dates to interview city council members and decided that the 18<sup>th</sup> – 29<sup>th</sup> of March is the best period of time.

Chairman Wissman asked for more feedback regarding those dates to specify a couple days. Commissioner Woodruff said that she will not be available on the last Wednesday of the month (27<sup>th</sup>). Mr. Stevenson confirmed that it would be ok if only two commissioners are present for an interview and also that a phone interview is acceptable according to legal.

Chairman Wissman asked for recommendations as to when interviews should start and how many days should be scheduled. Commissioner Baumker asked if the schedule could be discussed with council members at the Council meeting on Tuesday March 19<sup>th</sup>. Mr Stevenson agreed that he will bring it up at the council workshop.

Commission agreed that March 21<sup>st</sup> and 22<sup>nd</sup> will be best and also agreed that phone interviews will be acceptable but not preferred.

## **REVIEW ANSWERS TO LEGAL QUESTIONS:**

Chairman Wissman read the legal questions and answers received from the City Attorney and MRSC. After short discussion Mr Stevenson mentioned that with the new laws, Council members would be eligible for FMLA. There were no other questions.

## **REVIEW MARKET DATA:**

The Salary Commission requests that the spreadsheet is set to each of them electronically so they can sort and review it on their own.

## **DISCUSS PROCESS:**

The Salary Commission reviewed the recommendation process according to legal outlining the following steps:

- All three commissioners do not need to be present.
- Interviews will be recorded.
- Once recommendation is ready to be announced a public statement will be published.
- Public hearing is scheduled.
- Recommendation is formed into an ordinance.
- Salary Commission approves ordinance and then it is brought to council.
- Commission meets once a year.

Commissioner Woodruff recommended that a set of questions are drafted to ask every council member at the interviews. Chairman Wissman explained that she would like to ask more specific questions like “how” and “why” based on each council members answers to the survey. Commissioner Baumker added that he would also like more descriptive questions unique to the survey answers.

Mr. Stevenson suggested that when the commission asks the Mayor what the Council Members responsibilities are, they should also ask the Council Members what the Mayor’s responsibilities are to make it fair. Commissioners agreed.

## **Public Comment:**

Bret Hamblet verified that the interviews are open to the public. He also asked if the City has an ordinance or something that defines the expectations of council members.

The commission and Mr. Stevenson answered that the city does not have anything apart from the MRSC handbook that references the state RCW’s.

Sue Hamblet asked what the evaluation method is to make council members accountable in their positions.

The commission answered that they are not there to evaluate the job performance of council members, only to recommend a fair salary. It is up to the citizens who vote them in to take action if poor performance is observed.

Bret Hamblet asked if the market data is available to the public.

Mr. Stevenson replied that the City will check to make sure it is appropriate to share the information that was obtained from other cities before it is made public.

Mike Kennedy thanked Mr. Stevenson for recommending that the Commission also ask council members what their expectations of the Mayor is as well as asking the Mayor what the expectations of the council members are. He also asked that the commissioners make it a priority that all 3 are present for the interviews.

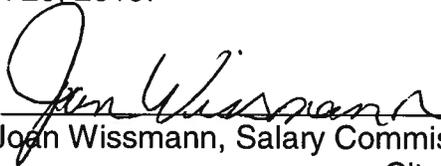
#### **INTRODUCTION OF UPCOMING AGENDA ITEMS:**

Commission members reviewed the upcoming agenda items for the March 20<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 2.20 p.m.

These minutes are approved March 20, 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*