

# CITY OF YELM

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## Washington

### SALARY COMMISSION COMMITTEE MEETING MINUTES

April 17, 2019

Call the meeting to order at 3:00 p.m.

#### Attendance

Members Present: Line Critchfield, Ken McCulloch, and Tracie Choate  
Staff Present: Michael Grayum and Karen Bennett

#### Salary Commission Discussion

The Commission discussed the changes in its membership following the Dec. 4, 2018 City Council study session when a member of the City Council expressed concerns about who the City Council appointed to the Salary Commission because they appointed two of the same members on both the Salary Commission and the Lodging Tax Committee.

On December 9, 2018, Denise Hibbeln resigned from the Salary Commission and as a result the Salary Commission meeting scheduled for Monday December 10 was canceled because the Yelm Municipal Code Requires that we have three members on the Commission. Council members were again asked to bring forth nominations and the public was encouraged to apply for this new vacancy, which was filled January 22, 2019 by Tracie Choate who is a RE/MAX Northwest Realtor and Board Member of the Yelm Chamber of Commerce.

The Commission evaluated current form of government – Mayor/Council vs. Council/Manager and committed to focusing its decisions on the position and associated responsibilities, not the person(s) in the position(s). The Commission discussed organizing their thinking into different segments:

- Council Wage and Benefits
- Mayor Salary and Benefits
- Cost of Living Adjustment (COLA)

The Commission aspired to be forward looking and establish a salary/benefit structure consistent with the level of qualifications and experience of elected officials serving in the City of Yelm. The Commission desires to compensate elected officials in a fair and sustainable manner.

# CITY OF YELM

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## Washington

### Salary Commission Decisions

Tracie Choate was welcomed to the Commission and the minutes from the November 30, 2018 meeting were adopted.

**Council Wage:** increase from \$600 to \$800 a month, which was calculated to be an \$80/hour wage for the mandatory work of attending council meetings (6 hours/month) and community meetings (4 hours/month), with the understanding and expectation that Council members would prepare for meetings and communicate/respond/engage with constituents in their own personal time as part of their commitment to public service. It was also recommended that elected officials have set office hours to provide dedicated time for connecting with constituents.

**Council Benefits:** no benefits recommended by Salary Commission

**Mayor Salary:** no discussion or decision.

**Mayor Benefits:** reduce and limit benefits only to medical, dental and vision for the Mayor and their spouse consistent with the allocation established by the Association of Washington Cities. No benefits for children/dependents would be paid for by the City.

**Cost of Living Adjustment:** Effective January 1, 2020, City Council members will receive a 2.25% COLA. Also, beginning in 2020, the Salary Commission will meet to evaluate and establish the annual COLA for City Council members beginning in 2021, consistent with the City biennial budget cycle. No discussion or decision was made regarding the Mayor receiving a COLA.

The next meeting was scheduled for April 24, 2019 at 3:00 p.m. at Yelm City Hall. The Commission adjourned at 4:00 p.m. No other decisions or actions were made at this meeting.

## Michael Grayum

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**From:** Michael Grayum  
**Sent:** Monday, December 10, 2018 3:38 PM  
**To:** City Council  
**Cc:** JW Foster; Lori Mossman  
**Subject:** Salary Commission Update  
**Attachments:** image001.png; ATT00001.htm; Supporting Documents for LTAC.pdf; ATT00002.htm; Supporting Documents for Salary Commission.pdf; ATT00003.htm

Dear Council,

I'm writing to inform you about the resignation (see below) of one of the members the City Council appointed to the Salary Commission. Denise Hibbeln sent us her resignation on Saturday, December 9. As a result, we canceled the meeting of the Salary Commission scheduled for today, Monday December 10, because the Yelm Municipal Code Requires that we have three members on the Commission. As soon as another member applies and is confirmed by City Council, we will schedule the next Salary Commission meeting. Please reach out again to your constituents and encourage people to apply. The form is available on our website and can be found at: <http://www.yelmwa.gov/uploads/library/forms/BoardandCommissionApp18.pdf>

As you may recall, since the ordinance establishing the Salary Commission was adopted we encouraged citizens to apply via announcements at public meetings and social media. We also requested that every City Council member bring forth names of potential applicants who meet requirements listed in the ordinance. Only one name was proposed by a City Council member and as of October 3, 2018, only three total applications were received. The Council appointed all of them on October 9, 2018.

We will continue these efforts going forward and again as for your help in reaching out to community members about this opportunity to serve. I've also reached out to the Nisqually Valley News (NVN) who will run a story about the vacancy on the Salary Commission and the other volunteer opportunities in the City. I've also informed the NVN that at this annual employee appreciation lunch on Dec. 14, we will also be celebrating and appreciating our volunteers on our boards, commissions, and in our Police Department.

Also, at your last Study Session, some members of the City Council expressed concerns about who the City Council appointed to the Salary Commission and the Lodging Tax Committee. A timeline is below and background documents are attached to inform you of decisions of the past and provide context as you move forward to fill this vacancy:

*· LTAC – Council voted on March 14, 2107. Motion by Tracey Wood to Approve the recommended list of names provided to the council (recommended list: Margaret Clapp, Denise Hibbeln, Line Critchfield, Cynthia Schmier, Noah Crocker, JW Foster). Seconded by Jennifer Littlefield. Joe DePinto and Molly Carmody Opposed. Motion Carried. Absent: none.*

*· Salary Commission – Council Voted on October 9, 2018. Motion by Tracey Wood to authorize Mayor Foster to Approve the appointment of Denise Hibbeln, Ken McCullough and Line Critchfield to the Yelm Salary Commission. Seconded by Cody Colt. 4-0, Motion Carries unanimously. Absent: EJ Curry, Molly Carmody and Terry Kaminski.*

**Michael Grayum**, City Administrator

360.458.8405

[www.yelmwa.gov](http://www.yelmwa.gov)

*Disclaimer: Documents and correspondence are available under RCW 42.56. This e-mail may be disclosed to a third-party requestor.*

Begin forwarded message:

**From:** Denise Hibbeln <[deniseh@prairiepark.com](mailto:deniseh@prairiepark.com)>  
**Date:** December 9, 2018 at 1:28:28 PM PST  
**To:** JW Foster <[jwfoster@ywave.com](mailto:jwfoster@ywave.com)>  
**Cc:** Michael Grayum <[michaelg@ci.yelm.wa.us](mailto:michaelg@ci.yelm.wa.us)>, Line Critchfield



<yelmchamber@fairpoint.net>, "ken.mcculloch@amfam.com"  
<ken.mcculloch@amfam.com>

**Subject: Yelm Salary Commission**

12/9/2018

Mayor Foster,

Thank you for the appointment to the Yelm Salary Commission. I regret to inform you that I am resigning my position effective immediately. I wish the committee good luck with their continued work on this endeavor.

I appreciated the opportunity to serve as a volunteer with the City of Yelm.

Sincerely,

Denise Hibbeln

cc: Michael Grayum, City Administrator

Line Critchfield, Ken McCulloch, Salary commission

**Denise Hibbeln, Director of Administration**

**YELM CINEMAS | UPTOWN LOUNGE | PRAIRIE HOTEL**

**Phone: 360-458-7550 | Fax: 360-458-8545**

**PO Box 5210, Yelm, WA 98597**

CITY	POP.	FORM OF GOVERNMENT	CITY	2018 BUDGET		MAYOR MONTHLY	COUNCIL MONTHLY	MAYOR BENEFITS	COUNCIL BENEFITS
			ADMINISTRATOR	GENERAL FUND	TOTAL FUND				
Dupont	9,385	Mayor-Council	YES	\$ 1,146,003	\$ 10,661,076	\$ 2,100	\$ 600	No	No
Duvall	7,655	Mayor-Council	YES	\$ 6,351,848	\$ 27,026,873	\$ 2,000	\$ 500	No	No
Ferndale	13,640	Mayor-Council	YES	\$ 2,890,756	\$ 11,110,847	\$ 1,729	\$ 600	No	No
Lynden	14,160	Mayor-Council	YES	\$ 20,126,593	\$ 67,331,520	\$ 2,652 (8)	\$ 637 (8)	PERS 2 Only	No
North Bend	6,825	Mayor-Council	YES	\$ 496,848	\$ 21,005,093	\$ 3,000 (3)	\$ 500 (4)	Yes (5)	Yes (6)
Port Orchard	14,160	Mayor-Council	NO	\$ 21,198,624	\$ 75,869,894	\$ 6,727	\$ 1,000	Yes (1)	(9)
Poulsbo	10,850	Mayor-Council	NO	\$ 12,628,139	\$ 36,596,002	\$ 6,348	\$ 750	Yes (2)	No
Stanwood	6,835	Mayor-Council	YES	\$ 1,634,429	\$ 9,058,768	\$ 1,400	\$ 375	Yes (7)	No
<b>Yelm</b>	<b>9,030</b>	<b>Mayor-Council</b>	<b>YES</b>	<b>\$ 9,139,532</b>	<b>\$ 41,515,956</b>	<b>\$ 2,500</b>	<b>\$ 600</b>	<b>Yes</b>	<b>No</b>

(1) Medical, dental, vision, life and retirement

(2) Medical, dental and retirement

(3) \$3,000 base salary plus up to 10 meetings reimbursements per month (\$75/regional meeting and \$50/non-regional meetings)

(4) \$500 base salary plus up to 6 meetings reimbursements per month (\$75/regional meetings and \$50/non-regional meetings)

(5) Medical at 50%, dental at 75% and vision at 100%. No retirement

(6) Medical at 50%, No dental, vision or retirement

(7) Pay 50% of cost of medical, dental, vision and life insurance. Currently 50% cost = \$393.54

(8) In 2015 the Council approved an ordinance that allowed for an annual increase of 3% for 10 years, and the base rate was \$600 for the Council, \$2,500 for the Mayor. This will sunset at the end of 20025

(9) All have to agree to taking benefits to be eligible. They can opt to enroll in DRS

**Mayor-Council** is a Strong Mayor form of government. The strong mayor form of government is headed by a mayor who serves as a city's chief executive and a city council, its legislative body.

**Council-Manager** form of government is where the council oversees local policy and budgets and appoints a professional city manager to handle administrative tasks on a day-to-day basis.