

RECORD OF PROCEEDINGS
SALARY COMMISSION

Date: September 14, 2022

PRESENT: Commissioners Jedediah Givens, Ken Hertz, Gerard Kahle, Gene Knutson, Kenny Ramberg, R.B. Tewksbury, Pinky Vargas

The meeting of the Salary Commission of the City of Bellingham, Washington was called to order at 6:01 p.m., by Stacey Carroll, Facilitator for the Commission, via video conferencing.

(ALL SUPPORTING MATERIALS SUBMITTED TO THE COMMISSION FOR THIS MEETING ARE PART OF THE PERMANENT SALARY COMMISSION PACKET FOR THIS DATE ON FILE AND AVAILABLE FOR REFERENCE IN THE CITY OF BELLINGHAM'S HUMAN RESOURCES DEPARTMENT, 3RD FLOOR, FEDERAL BUILDING, 104 W. MAGNOLIA ST., BELLINGHAM, WASHINGTON.)

6:01 PM	<u>WELCOME AND INTRODUCTIONS</u> Elizabeth Monahan, Human Resources Director, welcomed the Commissioners and introduced Stacey Carroll and City staff who will be working with the Commissioners. Commissioners introduced themselves.
6:14 PM	<u>OPEN PUBLIC MEETINGS ACT</u> The Open Public Meetings Act was explained by Director Monahan and the expectations for Boards and Commissions was discussed.
6:20 PM	<u>OVERVIEW OF COMMISSION'S DUTIES</u> Stacey Carroll, Facilitator, explained her role as Facilitator and the purpose of the Commission was discussed.
6:33 PM	<u>ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON</u> The elections of the Chairperson and Vice-Chairperson were conducted by Ms. Carroll. Commissioner Vargas made a motion to elect Gene Knutson Chairperson. Motion passed. A motion was made by Commissioner Ramberg to elect Jedediah Givens Vice-Chairman. Motion carried. No seconds were required for these votes.
6:43 PM	<u>ESTABLISH RULES OF PROCEDURE</u> Chairman Knutson discussed with the Commissioners the Rules of Procedure. A motion was made by Commissioner Vargas to accept the Rules of Procedures of the Salary Committee; seconded by Commissioner Kahle. Motion carried.
6:51 PM	<u>INFORMATION REVIEW</u> Brian Heinrich, City Deputy Administrator, gave an overview of city forms of government, with an explanation of the City of Bellingham's council-mayor form. He

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	noted comparable cities within the State and gave a short presentation of the City budget.
7:02 PM	<u>REVIEW OF FUTURE MEETINGS SCHEDULE</u> Ms. Carroll reviewed the currently scheduled meeting dates with the Commissioners and noted the need for a quorum for each meeting. Commissioners discussed the scheduling of the required Public Hearing and the time to be allowed for individual public comment. A motion was made by Commissioner Vargas to schedule the Public Hearing for September 28, 2022. Commissioner Hertz seconded. Motion passed. Commissioner Vargas made a motion to allow each individual three minutes during the public comment portion of the Public Hearing; seconded by Commissioner Tewksbury. Motion carried 6-1.
7:36 PM	<u>QUESTIONS AND NEXT STEPS</u> Ms. Carroll informed the Commissioners that she and City staff are available to provide information and resources, when requested by the Commissioners, to assist with their work reviewing and establishing the salaries of the Bellingham City Council.
7:38 PM	<u>ADJOURNMENT</u> There being no further business to come before the Commission, the regular meeting was adjourned at 7:38 p.m.

Gene Knutson, Chairman

ATTEST:

Karen Rollo, Recording Secretary