

CLE ELUM GENERAL GOVERNMENT COMMITTEE

MINUTES

JULY 17, 2024

8:00 AM

**119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order

Beth Williams - present via zoom
Steven Harper - present
Jerred Weis - present

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Robin Newcomb - Finance Director
Jane Agar - Librarian

2. Unfinished Business

3. New Business

a. Department Head Employment Agreements - City Administrator Rob Omans

All the contracts are basically a boilerplate agreement and similar. Discussion was had regarding the rates. The committee will discuss this further when they get to the Salary Ordinance.

It was noted that the Librarian does not have a current job description. Mayor Lundh and City Administrator Omans will work on having this ready for the July 23, 2024, Council Meeting. The Council will be able to review the job descriptions and contracts at the same time.

MOTION: Committee Member Harper made a motion to approve the job descriptions and contracts and recommend them to the Council for approval; seconded by Councilmember Weis.

MOTION CARRIED: 3 yes 0 no.

Committee Member Williams asked at what point the department heads/staff decided not to join the union. City Administrator Omans explained that the attorney stated that it was not formed correctly, also law enforcement non-union employees could not be in the same union. The union was not opposed to this as long as everyone got a contract with a severance pay section. This was the sticky point.

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Ed Mills - Fire Chief Administrator Agreement

Jane Agar - Librarian Agreement

Rich Albo - Police Chief Agreement

Robert Omans - City Administrator/ Building Official/ Network Administrator Agreement

Robin Newcomb - Finance Director/ Deputy Clerk Agreement

b. **Salary Ordinance (Exhibit A) - Mayor Lundh**

Committee Member Harper asked if the 10% increase was reflected in the salary ordinance that was presented. Yes, it does reflect the increase. This additional increase is to make up for all department heads being non-exempt employees and not subject to overtime.

Discussion was had about how much overtime was earned in the past. Mayor Lundh stated that he and City Administrator Rob Omans have tried to minimize overtime since the beginning of the year, and it has worked well with only appropriate amounts of overtime being needed. Committee Member Harper asked if these increases were already considered in the 2024 budget. Yes, they have been included. Two different ordinances will be presented to the Council, and they can decide what is fair and makes the most sense.

MOTION: Committee Member Williams made a motion to approve recommending the salary ordinance in two different formats regarding retro pay or just a 10% increase to the Council for consideration; seconded by Councilmember Weis.

MOTION CARRIED: 3 yes 0 no.

c. **Employee Handbook July 2024 Update - City Administrator Rob Omans**

Committee Member Harper stated these changes to the Employee Handbook were precipitated by the Union Contract. Some of the changes are:

1. The definition of a temporary employee.
2. The education incentive was removed.
3. No longer able to compound longevity.
4. Part-time benefits hours are defined.
5. The tool stipend is in the union contract and no longer the Employee Handbook.
6. An increase in the amount the city contributes to an employee's VEBA and sick leave buy out can only be placed in the VEBA.

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7. The accrual amounts changed and are in the union contract.
8. If you are placed on administrative leave, you have to be available during work hours. This language was per the attorney's request.

MOTION: Committee Member Harper made a motion to recommend these changes to the Employee Handbook to the Council for review; seconded by Councilmember Williams.

MOTION CARRIED: 3 yes 0 no.

d. **Approve the June 26, 2024, General Government Committee Meeting Minutes**

MOTION: Committee Member Harper made a motion to approve the minutes of the June 26, 2024 meeting minutes; seconded by Councilmember Williams.

MOTION CARRIED: 3 yes 0 no.

e. **July 24, 2024, General Government Committee Meeting - Discussion**

Discussion was had about canceling the regular scheduled General Government Committee Meeting dated July 24, 2024. Chair Steven Harper will provisionally keep it open in case something comes up that needs to be addressed otherwise it will be canceled since they had this special meeting.

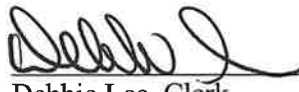
4. **Other Committee Comments**

5. **Adjourn**

Committee Member Harper made a motion to adjourn at 8:33 a.m.



Steven Harper, Chair



Debbie Lee, Clerk