



## AGENDA

### Battle Ground Salary Commission

**DATE:** April 10, 2023  
**TIME:** 4:00 pm  
**PLACE:** City of Battle Ground City Hall – Council Chambers  
109 SW 1<sup>st</sup> St  
Battle Ground, WA 98604

**Salary Commission:** Evelina Kurilenko  
Amista Taylor  
Neil Butler

#### AGENDA ITEMS:

1. Approval of meeting minutes from March 6, 2023.
2. Review of information requested by Commission at March 6 meeting
3. Discuss next steps
4. Next Commission Meeting: TBD

#### Adjournment

- This institution is an equal opportunity provider and employer.
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## MINUTES Battle Ground Salary Commission

**DATE:** March 6, 2023  
**TIME:** 4:00 pm [called to order at 4:00pm](#)  
**PLACE:** City of Battle Ground City Hall – Council Chambers  
109 SW 1<sup>st</sup> St  
Battle Ground, WA 98604

**Salary Commission:** Evelina Kurilenko ([present](#))  
Amista Taylor ([present](#))  
Neil Butler ([present](#))

[Staff Present: Meagan Lowery, Finance Director and Rob Ferrier, Deputy City Manager](#)

### AGENDA ITEMS:

1. Approval of meeting minutes from August 8, 2022. [Amista made motion to approve Evelina seconded, Neil abstained, minutes approved unanimously](#)
2. Battle Ground Salary Commission Overview – review of membership, terms, and duties of commission [Ms. Lowery went over the terms and duties of the commission](#)
3. Battle Ground form of government overview and elected duties [Ms. Lowery went over the type of government Battle Ground](#)
4. Overview of what the Council is receiving currently per 2022 Salary Schedule [Ms. Lowery referenced the salary schedule which was adopted by the 2022 salary commission](#)
5. Discussion of methodology and process for 2023 [Committee requested information from the city: council member feedback regarding what was approved in 22, job description of council members, roles and duties of council members, comparable information for salaries and benefits of other like sized cities, if other cities have decreased salaries what was the result of decrease \(less folks running for office, vacated positions, etc\), interview questionnaire to review at the next meeting for additions/changes. Discussed following same process as 22 \(review of comps, interview questionnaire, 2 public hearings\)](#)
6. Discussion of frequency of meetings [Commission decided to schedule meetings at each meeting, next meeting is April 10 at 4pm in the City Hall Council Chambers](#)
7. Next Commission Meeting: TBD [Monday April 10 4pm City Hall Chambers](#)

### Adjournment

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## ROLES OF COUNCIL ON ASSIGNED COMMITTEES

### Bi-State Coordination Committee

The Committee will review all issues of major bi-state significance for transportation and land use. In addition, when economic development or environmental justice issues are directly related to transportation or land use issues of bi-state significance, the Committee may also review and make recommendations concerning these topics to the appropriate agencies.

### CDBG – Urban County Policy Board

To adopt procedures and criteria for the allocation of funds and selection of projects.

To develop an annual program where at least 51 % of the Board's CDBG program expenditures shall be directed toward activities that benefit low and moderate income persons, excluding planning and administration costs.

### CREDC

Each member in good standing will be entitled to one vote on each matter submitted to a vote of the members.

Coordinate the investment and use of public and private funding for economic development projects that will enhance the economic opportunities in the County. Act as a clearinghouse for market research, data, and survey information relating to economic activities.

### C-TRAN

The voting members of the Board of C-TRAN shall provide the policy and legislative direction for C-TRAN and its administration. The Board may create such departments or offices as it finds necessary or advisable and may determine the powers and duties of each department or office.

### DCWA

The Board of Directors shall exercise all policy, oversight and governance-powers of the Alliance consistent with the Agreement.

### EMS

To enable the Cities and the County to exercise uniform regulatory oversight over EMS in the Regulatory Service Area; To enable the Cities and the District to participate in group purchasing of ambulance services for the Contract Service Area so as to enable the residents within the boundaries of the Contract Service Area to benefit from large scale buying power, economies of scale and superior disaster response capabilities.

### MOSQUITO CONTROL BOARD

A Board of Trustees oversees the work of the Mosquito Control District and establishes its policy.

### REGIONAL TRANSPORTATION COMMITTEE (RTC)

The Regional Transportation Advisory Committee (RT AC) coordinates and guides the regional transportation planning program in accordance with the policy of Regional Transportation Council (RTC) Board of Directors.

# City Council Board and Committee Appointments

2023

Board / Committee	Designated Member	Date of Appointment	Term	Meetings	Notes
Bi-State Coordination Committee	Johnson	12-5-2022	Permanent until changed by council	As Needed	<i>*per By-laws this is a non-expiring, permanent position (while City is member). It would be up to Council to reappoint if they so choose.</i>
Clark County Mosquito Control District	Walters	12-5-2022	2-Year Term expiring 12/31/24	Quarterly	<i>Represents City of Battle Ground.</i>
C-Tran Board of Directors	Johnson Alt - Cortes	12-5-2022	1-Year Term expiring 12/31/23	Monthly	<i>Represents City of Battle Ground.</i>
City of Battle Ground Ethics Committee	<b>Mayor</b> Walters DesRochers	1-3-2022	Expiring 12/31/2023	As needed	<i>Consists of Mayor and 2 other Councilmembers chosen biennially at the first meeting of the new Council.</i>
Columbia River Economic Development Council (CREDC)	Davis Alt - Johnson	12-5-2022	Permanent until changed by council	Monthly	<i>*per CREDC this is a non-expiring, permanent position (while City is member). It would be up to Council to reappoint if they so choose.</i>
Discover Clean Water Alliance (DCWA)	Bowman Alt – McCoy	12-5-2022 Alt – 12-5-2022	Permanent until changed by council	As needed	<i>Represents the City on the DCWA Board.</i>
EMS District #2 Board	Battle Ground Bowman	1-3-2023	2-year term expiring 12/31/2024	As needed	<i>Represents the City on the Board for 2 year alternating years. Future: La Center (2025-26), Woodland (2027-2028), Battle Ground (2029-2030).</i>
LEOFF 1 Board	DesRochers Bowman	12-5-2022	Permanent until changed by council		<i>Per Ordinance No. 2018-01. Non-expiring position. Change upon appointment of the Mayor.</i>
Lodging Tax Advisory Committee	Bowman	12-5-2022	Permanent until changed by council	Annually	<i>Represents the City Council on the Committee.</i>
Regional Transportation Council (RTC)	Battle Ground Cortes	12-5-2022	Permanent until changed by jurisdictions	Monthly	<i>Represents the cities of Battle Ground, Ridgefield, La Center and the Town of Yacolt. The mayors of each city choose who the rep and alternate are annually.</i>
Urban County Policy Board (CDBG)	DesRochers Alt- Johnson	12-5-2022	Duration as Mayor	Monthly	<i>The Mayor is the designated representative for the City; staff shall be named as an alternate to attend/vote in the Mayor's absence. With the signing of the 3-Year CDBG Agreement</i>

Council Ad Hoc Committee	Designated Member(s)	Formed	Appointments	Reappointed	
Budget Committee	DesRochers Davis Walters	4-1-19	1-3-2022	12-5-2022	
Fire District 3	Bowman	1-16-18		12-5-2022	<i>Liaison position</i>
Evaluation Committee	Mayor McCoy Walters	Per CM contract	1-3-2022		
Legislative Committee	Cortes Bowman McCoy	7-15-19	1-3-2022	12-5-2022	
Community Center Landscape	Johnson DesRochers		2-1-2021	12-5-2022	

#### **Role of the Council members, Resolution No. 22-14**

- Brings the experience, concerns, and knowledge of a typical City resident to City government.
- Is cognizant of the needs, wants and concerns of City residents and businesses as a whole.
- Contacts residents and businesses to gather feedback and ideas. The resulting information may be shared with staff or other Councilmembers individually, or with fewer than two simultaneously (but not serially), or with all Councilmembers at a Council meeting
- Studies internal and external written and documented information related to the government and administration of the city.
- Is prohibited from giving City employees directives, or saying anything that could be taken as an attempt to influence the conduct of the employee's job.
- Gives feedback and ideas regarding City government and administration to the City Manager.
- Participates in assigned City and regional committees and all Council meetings.
- When acting in the capacity of Councilmember outside of Council meetings, communicates that any personal opinion is the opinion of the individual Councilmember and not that of the collective Council, unless pre-authorized to speak, as Council does not want the public to assume that any individual personal opinion represents that of the entire Council. Councilmember's freedom of speech is protected by the U.S. and Washington State Constitutions. Provided there is no quorum, Councilmembers may work together on City Council-related projects and discuss City business in non-public meetings. No permission is needed, nor is notice required to be given for such gathering.

**Salary Commission Questions for each council member:**

1. How many hours do you spend doing Council work per month? Not counting monthly meetings are there other times you do Council work? If so, could you elaborate on what that would entail? Time spent on other committees?
2. Is the City health plan important to you? Are you aware of the cost to the City for a person participating in the health plan?
3. Are you satisfied with the current amount budgeted for your participation in the Council? What would you like to see happen with salaries and benefits?
4. Do you see your time commitment changing in the next couple years? Do you see a time commitment increase for the mayor specifically?