



SALARY COMMISSION MEETING MINUTES
City Hall – Mayor’s Conference Room
865 SE Barrington Drive, Oak Harbor, WA 98277

TUESDAY, JANUARY 27, 2026

TIME 12:00 P.M.

- 1. **CALL TO ORDER/ROLL CALL.** (:16 and 2:37) Chair Smith called the meeting to order at 12:00 p.m.

Member’s Name	Attendance	
Position 1: Jason McFadyen	Present✓	Absent
Position 2: Stephanie Smith, Chair	Present✓	Absent
Position 3: Tiffany Scribner, Vice Chair	Present	Absent✓
Position 4: Mary Elizabeth Himes	Present✓	Absent
Position 5: (vacant)	Present	Absent
Emma House, HR Director – Staff Liaison	Present✓	Absent

Staff Present: City Administrator Sabrina Combs **Online:** City Attorney Hillary Evans

- 2. **APPROVAL OF AGENDA.** (:23)
MOTION: Commissioner Himes moved to approve the agenda as presented, seconded by Commissioner McFadyen. Motion carried unanimously.
- 3. **APPROVAL OF THE JANUARY 13, 2026 MINUTES.** (:52) There being no changes to the Minutes, Chair Smith stated that the Minutes stand approved as distributed.
(2:49) **MOTION:** Commissioner Himes moved to approve the January 13, 2026 Minutes as distributed, seconded by Commissioner McFadyen. Motion carried unanimously.
- 4. **PUBLIC COMMENT.** (1:15) There were no public comments received electronically, and no public comments were made in-person at the meeting.
- 5. **DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS.**
 - a. **Salary comparables and COLA discussion for Mayor and Council.** (1:55) Chair Smith went back and did Roll Call and obtained a Motion to approve the Minutes from the previous meeting. After this Minutes were approved, the commission returned to this agenda item discussion.
 - i. (3:11) Chair Smith confirmed the City added the 2.5% COLA that was negotiated with the unions (Fire Department and Teamsters) and the non-represented employees. The Police Department is being negotiated this year. Commissioner Himes confirmed the interest to stay in alignment with other cities and the past discussion related to time spent working each month. Increased positive engagement from elected officials.
 - ii. City Administrator Combs noted that at the Council retreat an additional workshop has been added to the Council calendar each month – 2 meetings and 2 workshops.
 - iii. Chair Smith asked Legal (City Attorney Evans) about any concerns and implementation. Legal had no concerns with moving forward and confirmed this cannot be retroactive.

- iv. HR Director House will draft the Report and Order for the recommended action and signature and then add it to the Council agenda as Notice, not an action item.
- v. Commissioner Himes asked about communication. City Administrator Combs confirmed Communications Officer Magi Aguilar will assist and we will be presenting both Mayor and Council at the same time. Chair Smith can be present at the meeting to answer any questions.

MOTION: Commissioner McFadyen moved to give a 2.5% COLA to Councilmembers effective February 1, 2026, seconded by Commissioner Himes. Motion carried unanimously.

MOTION: Commissioner McFadyen moved to give a 2.5% COLA to the Mayor effective February 1, 2026, seconded by Commissioner Himes. Motion carried unanimously.

6. **MEMBER COMMENTS.** (18:00) None

7. **DETERMINATION OF FUTURE AGENDA ITEMS.** (18:09)

- a. Set meeting schedule – Discussion.
- b. Review Salary Commission Ordinance and Bylaws.

8. **NEXT MEETING.** (18:15)

The next meeting date will be Tuesday, September 15, 2026 at 12:00 p.m., at City Hall, Mayor’s Conference Room.

9. **ADJOURNMENT.** (20:55)

There being no further business, the meeting was adjourned at 12:22 p.m.

MOTION: Commissioner McFadyen moved to adjourn today’s Salary Commission meeting, seconded by Commissioner Himes. Motion carried unanimously.

Minutes taken by HR Director/Staff Liaison Emma House