

<div>Agenda</div>		<div>CITY OF GOLD BAR COUNCIL MEETING Tuesday, November 18, 2025 7:00 PM CITY HALL</div>	
CALL TO ORDER, FLAG SALUTE, ROLL CALL			
AGENDA APPROVAL			
MAYOR'S REPORT, STAFF REPORTS, COUNCIL COMMENTS			
CITIZEN COMMENTS (SIGN-IN REQUIRED, LIMITED TO 3 MINUTES)			
PUBLIC HEARING –2026 BUDGET			
CONTINUED BUSINESS			
1. ORDINANCE #789 AMENDING PERSONNEL MANUAL – SECOND READING AND ADOPTION			
2. EMERGENCY MANAGEMENT COMPREHENSIVE PLAN AND RESOLUTION – DISCUSSION AND ACTION			
NEW BUSINESS			
1. ORDINANCE # 787 AMENDING 2025 BUDGET – INTRODUCTION AND FIRST READING			
2. ORDINANCE #788 ADOPTING 2026 BUDGET – INTRODUCTION AND FIRST READING			
3. ORDINANCE #790 AMENDING PERSONNEL MANUAL – INTRODUCTION AND FIRST READING			
FINAL COUNCIL COMMENTS			
MINUTES APPROVAL		November 4, 2025	
VOUCHER APPROVAL			
CHECKS	CLAIMS	PAYROLL & TAXES	TOTAL
38782 - 38810	\$65,456.29	\$1,000.00	\$66,456.29
ADJOURNMENT			

# City of Gold Bar

EST. 1910



107 – 5<sup>th</sup> Street, Gold Bar, WA 98251

NOTICE OF

## PUBLIC HEARING

CITY OF GOLD BAR, WASHINGTON

Tuesday, November 18th, 2025  
7:00 PM Via Zoom & In person

The City of Gold Bar will hold a Public Hearing on the 2026 Budget, on November 18<sup>th</sup>, 2025, at the regularly scheduled Gold Bar Council Meeting. The meeting will be both in-person and via Zoom. Meeting information can be found at [www.cityofgoldbar.us](http://www.cityofgoldbar.us). Please see zoom Meeting info below.

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/82277530464>

**Meeting ID:** 822 7753 0464

### **One tap mobile**

+12532050468,,82277530464# US

+12532158782,,82277530464# US (Tacoma)

### **Dial by your location**

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US

**Meeting ID:** 822 7753 0464

If you have any questions, please contact Denise Beaston at 360-793-1101 or at [d.beaston@cityofgoldbar.us](mailto:d.beaston@cityofgoldbar.us). You can also find information on our website at [www.cityofgoldbar.us](http://www.cityofgoldbar.us).

**CITY OF GOLD BAR, WASHINGTON  
ORDINANCE #789**

**AN ORDINANCE FOR THE CITY OF GOLD BAR, WASHINGTON AMENDING THE  
PERSONNEL MANUAL RELATING TO DISCRIMINATION AND HARASSMENT**

**WHEREAS**, the Association of Washington Cities recommends updating discrimination and harassment policies; and

**WHEREAS**, the relevant sections of the City's Personnel Manual have not been updated recently;

**NOW THEREFORE, THE COUNCIL FOR THE CITY OF GOLD BAR ORDAINS** that the Personnel Manual be updated as follows.

**Section I, Title 4 – Anti-Discrimination and Anti-Harassment Policy**

**Section II, Severability**

**Section III, Effective Date**

**Section I, Title 4 – Anti-Discrimination and Anti-Harassment Policy**

A. It is the City's Policy to ~~foster and maintain a work environment that is free from discrimination and intimidation~~ provide a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discrimination based on race, color, national origin, religion, religious affiliation, creed, sex, sexual orientation, gender identity or expression, age, marital status, genetic information, ancestry, military status, the presence of a sensory, mental, or physical disability, or any other status protected by law. Employees are expected to show respect for each other, and the public, at all times.

Throughout Title 4, use of the word 'discrimination' is intended to include harassment.

~~B. Sexual or any other type of unlawful verbal, physical, or visual harassment of co-workers, co-employees, and members of the public is absolutely forbidden. This includes harassment based on gender, sexual orientation, race, religion, age, national origin, disability, or any other legally protected status. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.~~

B. Discrimination is prohibited in any protected class, as defined by law, in any aspect of employment, including:

- Job advertisements and recruitment
- Testing
- Hiring and firing
- Compensation, assignment, or classification of employees
- Promotion, layoff, or recall
- Training and apprenticeship opportunities
- Benefits
- Use of city facilities and equipment
- Other terms and conditions of employment

C. The prohibition of discriminatory practices also includes:

- Harassment on the basis of any protected class, as defined by law

- Retaliation against an individual for filing in good faith a charge of discrimination, participating in an investigation, or opposing discriminatory employment practices
- Employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals based upon a legally protected status.

D. Harassment is a form of discrimination and creates a hostile work environment that may consist of unwelcome statements or actions that are sufficiently severe or pervasive so as to interfere with an individual's work performance, or that create an intimidating, hostile, or offensive work environment.

Harassment can take many forms. Prohibited harassment includes, but is not limited to:

1. Verbal (e.g., racial, sexual, or ethnic jokes, stereotypes, and insults);
2. Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures);
3. Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).

E. The City does not tolerate sexual harassment, which is a form of unlawful discrimination. For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature when submission to, or rejection of, this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion, or other aspects of employment; or when conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can include verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes, or suggestions; slang, names, or labels such as 'honey', 'sweetie', 'boy', or 'girl', that others find offensive; talking about or calling attention to another employee's body or sexual characteristics in a negative or embarrassing way; displaying nude or sexual pictures, cartoons, or calendars in or on City property; invitation for dates which do not stop when the response is negative; continuing unwelcome behavior after a co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

Examples of sexual harassment may include, but are not limited to:

- Unwanted sexual advances
- Demands for sexual favors in exchange for favorable treatment or continued employment
- Threats and demands to submit to sexual requests to obtain or retain any employment benefit
- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments or gestures, graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies, or other verbal abuse of a sexual nature
- Flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movements
- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, or gestures or other displays in the workplace of sexually suggestive objects or pictures
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual
- Retaliation for having reported or threatened to report sexual harassment.

Conduct of this type is improper, and it may be illegal if:

1. submission to such conduct is made, explicitly or implicitly, a condition of an individual's employment or advancement;

~~2. submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or~~

~~3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.~~

F. The City prohibits discrimination against qualified employees or applicants with a disability. A qualified individual with a disability is someone who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

An individual with a disability is a person who has, or had, any sensory, physical, or mental impairment that is medically recognized or diagnosable, exists as a record or history, and/or is perceived by the employer to exist, whether or not it actually exists. A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, limits the ability to work generally or work at a particular job, or limits any other activity.

An employer is required to make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operations of the City.

G. Inappropriate conduct is conduct that, while not rising to the level of unlawful discrimination or harassment, communicates a hostile, derogatory, or negative message about persons. Inappropriate conduct can be either verbal or nonverbal and includes slights, insults, and other conduct that a reasonable person would find offensive. Inappropriate conduct is prohibited.

H. This policy covers all individuals in the workplace. The City of Gold Bar will not tolerate, condone, or allow discrimination or inappropriate conduct whether engaged in by employees, supervisors, managers, elected officials, volunteers, or by outside clients, vendors, contractors, or other non-employees who conduct business with the City. Reporting of all incidents is encouraged, regardless of who the offender may be, or of the offender's relationship to the City.

Discrimination and inappropriate conduct are unacceptable in the workplace itself and in other work-related settings such as on business trips or at business related social events.

I. The employer's ability to discipline or impose remedial action for a non-employee for violation of this policy (e.g. vendor, contractor, member of the public, public official, etc.) may be limited by the degree of control, if any, the City of Gold Bar has over the alleged violator of the policy. Nevertheless, any employee who, during the course of their employment, alleges discrimination or harassment on the part of an outside source may use the same reporting procedures listed under the informal, or formal, complaint procedure found in sections 'J' and 'K' of this policy.

J. Informal Complaint Process. The City of Gold Bar encourages individuals who believe they are being discriminated against, harassed, or subjected to inappropriate conduct to promptly notify the offender that their behavior is unwelcome.

If a complaint is resolved informally to the complainant's satisfaction, the supervisor and/or mayor, if they have been notified by the complainant, must file a confidential report with the city clerk about the complaint and resolution so that the City will be aware of any pattern of discrimination by a particular individual and will also be aware of all complaints.

K. Formal Complaint Process. The City of Gold Bar recognizes that the informal complaint process is not always possible. In that event, the following steps should be followed.

1. Description of misconduct. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint. Verbal reports are not acceptable. The report must be in writing, by either the complainant or the complainant's direct supervisor, mayor, mayor pro-tem, or city clerk, and must be signed by the complainant. Individuals who believe that they have been, or are currently being discriminated against or harassed, or subjected to inappropriate conduct, should maintain a record of objectionable conduct in order to prepare effectively and substantiate their allegations. Knowingly false accusations will not be tolerated and may result in discipline up to, and including, termination.

2. Time frame for reporting. The City encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This not only aids the complainant, but also helps to maintain an environment free from discrimination and inappropriate conduct for all employees. A formal complaint of discrimination, harassment, or inappropriate conduct must be submitted to the supervisor, mayor, mayor pro-tem, or city clerk within thirty (30) days of the alleged incident.

3. Investigating the complaint. Following filing of a formal complaint, the city clerk or mayor will determine if the complaint states a violation of this policy and, if so, will investigate or designate an appropriate impartial person to conduct the investigation.

4. Confidentiality. To the extent practicable and appropriate under the circumstances, and to the extent permitted by law, the proceedings will be conducted to protect the confidentiality interests of both parties and afford the accused a full opportunity to respond to the allegations.

5. Investigation process. The person designated to investigate allegations will, in a timely manner:

- Confirm the name of the complainant and determine the complainant's full account and facts of the complaint
- Identify the employee or employees accused of the complaint
- Thoroughly ascertain facts by interviewing all pertinent parties and witnesses
- Assure that all employees participate in, and cooperate fully, with the investigation. Failure to do so may result in disciplinary action.

Interviews will be conducted impartially and fairly for all parties. When the impartial investigation is concluded, the investigator will prepare a written record and report of the process and results. The investigative report will include:

- A written conclusion about whether a violation of this policy has occurred, based on all the facts and circumstances and context in which the alleged incidents occurred.
- Recommendations of what, if any, corrective and/or preventative measures need to be taken to remedy the situation and ensure no further violations.

L. Resolving the complaint. The city clerk or designee, will make every reasonable effort to issue written findings and a recommendation to the supervisor, mayor, or mayor pro-tem as appropriate, within sixty (60) days of the filing of a formal complaint. The complainant will be notified if additional time is needed to complete the investigation.

If discrimination or inappropriate conduct occurred, the city clerk or designee will consult with the supervisor and/or mayor or mayor pro-tem for a decision concerning discipline, other corrective action, and/or training.

The person violating this policy will be subject to appropriate disciplinary action. If no violation of this policy has occurred, this finding will be communicated to the complainant.

If the city clerk or designee cannot determine whether a violation of this policy has occurred, this finding will be communicated to the complainant and the alleged violator of this policy, and the matter will be recorded as unresolved. Both the complainant and the alleged violator of this policy will be informed again of the procedures set forth in this policy, including the appeal process contained within this policy. In the event that no resolution satisfactory to both parties can be reached based on the initial investigation, the matter shall be referred to the mayor, mayor pro-tem, or legal counsel.

~~D. If you believe that you, or any other employee, applicant, or person who does business with the City of Gold Bar has been harassed or discriminated against in violation of this Policy, you should report the situation to your supervisor as soon as possible. If you are uncomfortable reporting the conduct to your supervisor, you may report it to the Mayor, or Mayor Pro Tempore if the Mayor is your supervisor. In addition, you are encouraged to clearly explain to the person causing the discrimination or harassment that you are uncomfortable with his or her behavior and ask that it stop.~~

~~E. The City will take prompt and appropriate action to investigate and resolve any alleged or suspected incidents of discrimination or harassment. Appropriate corrective and/or disciplinary action, up to, and including, termination, will be taken in all confirmed cases of discrimination or harassment.~~

M. Depending on the nature and severity of the violation, sanctions may include disciplinary action up to and including termination.

Employees whose actions are found to be in violation of this policy may also be referred to mandatory training. If systemic issues come to light, mandatory training may be required for all staff and/or elected officials.

N. Appeal Process. If any party directly involved in an investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. Within ten (10) days following receipt of notice of the decision, the dissatisfied party must submit a written request for review to the mayor, mayor pro-tem, or council. Upon receipt of request for review, the relevant party will review the complaint and take whatever steps are deemed necessary and appropriate to ensure all facts have been fully investigated, presented, and considered. They will also provide the participants with the opportunity to present evidence and information and to comment on evidence and information presented to others. Finally, they will issue a written findings of facts and a decision. They may uphold, overturn, or modify the results of the initial investigation.

~~F. O. Retaliation means to take adverse employment action against an individual because they have exercised their rights protected by law by complaining in good faith about discrimination, harassment, and/or retaliation, or assisting or participating in an investigation of such allegations.~~

The City will not tolerate retaliation, in any form, against anyone making a complaint or reporting harassment or discrimination or against any person cooperating in a harassment or discrimination investigation. Retaliation is a serious violation of this policy and is considered misconduct subject to disciplinary action up to, and including, termination of employment.

P. The procedures in this policy refer to complaints submitted internally to the City of Gold Bar. If a formal charge has been filed with outside agencies, including filing suit in civil court, all such charges,

complaints, and notices must immediately be delivered to the city clerk and mayor, who will, in cooperation with legal counsel, investigate and respond.

If a complaint, grievance, lawsuit, or other action is initiated regarding matters related to a complaint filed internally under this policy, the city clerk and/or mayor shall have the discretion to discontinue the internal investigation and defer the process to legal counsel.

G. Q. By signing the ‘*Acknowledgement and Receipt*’ form found at the end of this manual, all employees certify that they have read and understood ‘*Title 4, Anti-Discrimination and Anti-Harassment Policy*’.

## **Section II, Severability**

This ordinance is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

## **Section III, Effective Date**

This ordinance shall take effect from, and after, its passage, approval, and publication as provided by law.

Passed by the Council for the City of Gold Bar on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_, Steve Yarbrough, Mayor

Attest: \_\_\_\_\_, Lisa Stowe, Clerk/Treasurer

First Reading: \_\_\_\_\_

Posted: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Passed: \_\_\_\_\_



**CITY OF GOLD BAR, WASHINGTON  
RESOLUTION NO. 25-09**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON ADOPTING THE  
EMERGENCY MANAGEMENT COMPREHENSIVE PLAN ANNEX**

**WHEREAS**, the City of Gold Bar is at risk of a wide range of natural, technological, and human-caused hazards; and

**WHEREAS**, the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) require a Comprehensive Emergency Management Plan to be in place to address local emergency operations; and

**WHEREAS**, when an incident occurs, local response agencies will use the National Incident Management System (NIMS) to plan, train, exercise, and respond in a coordinated manner to protect people and natural resources and to minimize property damage within the community; and

**WHEREAS**, this Annex to the Snohomish County Comprehensive Emergency Management Plan (CEMP) coordinates responses of emergency personnel and supporting services in the event of an emergency or disaster, and during the aftermath thereof; and

**WHEREAS**, organizations have the responsibility to prepare and maintain standard operating procedures and commit to training and exercises required to support this Annex and the Snohomish County CEMP;

**NOW THEREFORE BE IT RESOLVED** by the governing body of the City of Gold Bar that the Annex to the Snohomish County Comprehensive Emergency Management Plan as attached shall be adopted and put into action and shall supersede all previous plans.

**Severability**

This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

**Effective Date**

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

**Resolved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

APPROVED:

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Steve Yarbrough, Mayor

\_\_\_\_\_  
Lisa Stowe, Clerk/Treasurer

**CITY OF GOLD BAR, WASHINGTON  
ORDINANCE #787**

**AN ORDINANCE FOR THE CITY OF GOLD BAR, WASHINGTON, AMENDING ORDINANCE #781,  
SAID ORDINANCE BEING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31<sup>ST</sup> 2025.**

**WHEREAS**, expenditures are anticipated to exceed budgetary estimates; and

**WHEREAS**, it is necessary to amend the 2025 budget to authorize spending authority for funds;

**NOW THEREFORE, THE COUNCIL FOR THE CITY OF GOLD BAR ORDAINS** as follows:

**Section I, Budget**

**Section II, General Fund (001)**

**Section III, Street Fund (101)**

**Section IV, Park Impact Fund (103)**

**Section V, Capital Fund (301)**

**Section VI, Water Fund (401)**

**Section VII, Water Capital Fund (403)**

**Section VIII, Stormwater Fund (415)**

**Section IX, Severability**

**Section X, Effective Date**

**Section I, Budget**

The budget for the City of Gold Bar, Washington, for the fiscal year 2025, as fixed and determined by the Council at a public hearing on November 5<sup>th</sup>, 2024, and as adopted by Ordinance #781 at the Council meeting of November 19<sup>th</sup>, 2024, is hereby amended as set forth in detail and by reference.

**Section II, General Fund (001)**

The General Fund is hereby amended to authorize additional expenditures of \$85,000.

**Section III, Street Fund (101)**

The Street Fund is hereby amended to authorize additional expenditures of \$6,000.

**Section IV, Park Impact Fund (103)**

The Street Fund is hereby amended to authorize additional expenditures of \$6,000.

**Section V, Capital Fund (301)**

The Capital Fund is hereby amended to authorize additional expenditures of \$55,000.

**Section VI, Water Fund (401)**

The Water Fund is hereby amended to authorize additional expenditures of \$30,000.

**Section VII, Water Capital Fund (403)**

The Water Capital Fund is hereby amended to authorize additional expenditures of \$550,000.

**Section VIII, Stormwater Fund (415)**

The Stormwater Fund is hereby amended to authorize additional expenditures of \$8,000.

**Section IX, Severability**

This ordinance is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

**Section X, Effective Date**

This ordinance shall take effect from, and after, its passage, approval, and publication as provided by law.

Passed by the City Council of the City of Gold Bar this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_, Lisa Stowe, Clerk/Treasurer

Attest: \_\_\_\_\_, Steve Yarbrough, Mayor

First Reading: \_\_\_\_\_

Posted: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Passed: \_\_\_\_\_

**CITY OF GOLD BAR, WASHINGTON  
ORDINANCE #788**

**AN ORDINANCE OF THE CITY OF GOLD BAR, WASHINGTON, ADOPTING THE BUDGET  
FOR THE FISCAL YEAR 2026**

**WHEREAS**, the City Treasurer for the City of Gold Bar, Washington completed a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2026, and notice was published that the Council of said City would meet for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

**WHEREAS**, the City Council did meet and did consider the matter of the proposed budget; and

**WHEREAS**, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gold Bar for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year, and being sufficient to meet the various needs of the City during said period;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GOLD BAR, WASHINGTON  
DOES ORDAIN AS FOLLOWS:**

**Section I, Budget**

**Section II, Estimated balances**

**Section III, Certified Copy**

**Section IV, Severability**

**Section V, Effective Date**

**Section I**

The budget for the City of Gold Bar, Washington, for the fiscal year 2026 is hereby adopted in its final form and content as set forth in the Excel document entitled '2026 Total Budget' which is on file in the office of City Treasurer.

**Section II**

Estimated resources, including fund balances or working capital for each separate fund of the City of Gold Bar, and aggregate totals (net of transactions between funds) for all such funds combined, for the year 2026 are set forth in the summary form known as 'Ordinance #788 Attachment A', hereby attached, and are hereby appropriated for revenues and expenditures.

**Section III**

The City Treasurer is directed to transmit a copy of the budget hereby adopted to the Washington State Auditor, the Association of Washington Cities, and any other government entity requiring copies of said budget.

**Section IV**

This ordinance is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

## **Section V**

This ordinance shall take effect from, and after, its passage, approval, and publication as provided by law.

Passed by the City Council of the City of Gold Bar this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest:

\_\_\_\_\_  
Lisa Stowe, Clerk/Treasurer

Attest:

\_\_\_\_\_  
Mayor

First Reading: \_\_\_\_\_

Posted: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Passed: \_\_\_\_\_

2026 Budget Ordinance #788 Attachment A

Fund Description	Estimated Beg. Bal Revenue		Transfers In	Total Revenue	Expenditures	Transfers Out	Total Expenditures	Estimated Ending	
								Balance	
001 - General	\$ 1,186,714.81	\$ 1,086,080.00	\$ -	\$ 2,272,794.81	\$ 1,026,080.00	\$ 60,000.00	\$ 1,086,080.00	\$ 1,186,714.81	
101 - Street	\$ 46,150.75	\$ 41,900.00	\$ 60,000.00	\$ 148,050.75	\$ 101,900.00	\$ -	\$ 101,900.00	\$ 46,150.74	
103 - Park Impact	\$ 106,462.86	\$ 3,800.00	\$ -	\$ 110,262.86	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 80,262.86	
104 - Street Impact	\$ 78,325.00	\$ 3,000.00	\$ -	\$ 81,325.00	\$ 55,000.00	\$ -	\$ 55,000.00	\$ 26,325.00	
301 - Capital Projects	\$ 575,319.48	\$ 151,000.00	\$ -	\$ 726,319.48	\$ 151,000.00	\$ -	\$ 151,000.00	\$ 575,319.48	
302 - Grants	\$ 40,399.45	\$ 5,000.00	\$ -	\$ 45,399.45	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 40,399.45	
401 - Water	\$ 758,319.83	\$ 572,200.00	\$ -	\$ 1,330,519.83	\$ 572,200.00	\$ -	\$ 572,200.00	\$ 758,319.83	
403 - Water Capital	\$ 1,248,273.63	\$ 656,250.00	\$ -	\$ 1,904,523.63	\$ 582,250.00	\$ 74,000.00	\$ 656,250.00	\$ 1,248,273.63	
404 - USDA Reserve	\$ 74,359.64	\$ -	\$ -	\$ 74,359.64	\$ -	\$ -	\$ -	\$ 74,359.64	
405 - Water Emergency Reserve	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00	\$ -	\$ -	\$ -	\$ 85,000.00	
407 - Water Debt	\$ 4,921.08	\$ -	\$ 74,000.00	\$ 78,921.08	\$ 74,000.00	\$ -	\$ 74,000.00	\$ 4,921.08	
415 - Stormwater	\$ 187,489.11	\$ 173,701.30	\$ -	\$ 361,190.41	\$ 173,701.30	\$ -	\$ 173,701.30	\$ 187,489.11	
633 - Agency	\$ 315.79	\$ 12,000.00	\$ -	\$ 12,315.79	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 315.79	
<b>Total Proposed 2025 Budget</b>	<b>\$ 4,392,051.44</b>	<b>\$ 2,704,931.30</b>	<b>\$ 134,000.00</b>	<b>\$ 7,230,982.74</b>	<b>\$ 2,783,131.31</b>	<b>\$ 134,000.00</b>	<b>\$ 2,917,131.31</b>	<b>\$ 4,313,851.43</b>	

**CITY OF GOLD BAR, WASHINGTON  
ORDINANCE #790**

**AN ORDINANCE FOR THE CITY OF GOLD BAR, WASHINGTON AMENDING THE  
PERSONNEL MANUAL RELATING TO CREDIT/DEBIT CARD USE**

**WHEREAS**, the personnel manual includes a policy setting use of credit/debit cards; and

**WHEREAS**, Resolution #24-09, as adopted, revised card usage from debit cards to credit cards and revised threshold amounts; and

**WHEREAS**, the personnel manual requires updating to comply with changes listed in the resolution; and

**WHEREAS**, the personnel manual states that transactions must be approved in advance and documentation given to the Clerk/Treasurer prior to transactions taking place; and

**WHEREAS**, that requirement is cumbersome for small day-to-day transactions;

**NOW THEREFORE, THE COUNCIL FOR THE CITY OF GOLD BAR ORDAINS** that the Personnel Manual be updated as follows.

**Section I, Title 39 – Credit/Debit Card Use Policy**

**Section II, Severability**

**Section III, Effective Date**

**Section I, Title 39 – Credit/Debit Card Use Policy**

Title 39, Credit/~~Debit~~ Card Use Policy

A. The purpose of this title is to establish a policy and procedure related to the distribution, authorization, control, and use of City credit and/or debit cards. ~~The City currently utilizes a debit card based on the ability to track transactions immediately rather than waiting for monthly statements.~~

B. The purpose of this title shall also be to establish credit limits and payments of bills related to City credit/~~debit~~ cards.

C. The City of Gold Bar finds that the use of credit/~~debit~~ cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

D. Setting up of Accounts: ~~The City Treasurer~~ Office Manager or designee will be responsible for setting up the City's credit/~~debit~~ card account(s) with an appropriate banking facility.

E. Credit/~~debit~~ cards will be limited to credit limits up to ~~\$5000~~ \$10,000. The Mayor may authorize a higher credit limit if deemed appropriate.

F. Distribution of credit/~~debit~~ cards: the number of cards issued per account will be determined by the City Treasurer or Mayor, keeping in mind the regularity of anticipated use and frequency of travel by City staff or officials.

G. Authorization and Control: ~~each supervisor~~ the Office Manager, or designee, will be responsible for the distribution and tracking of each credit/~~debit~~ card issued ~~to his or her department~~.

H. Payment of Bills: all receipts and associated documentation will be turned in to the City Treasurer or Public Works Director when incurred. ~~B~~Billing statements will be sent to the City Treasurer who will reconcile statements and reimburse the ~~debit~~ credit card account monthly. Payment of any disallowed charges will be processed as stated in subsection 'K' below.

I. The process for charging a purchase to the ~~debit~~ credit card shall be as follows.

1. Transactions under one hundred dollars (\$100) daily will not require prior authorization. ~~must be approved in advance by the employee's supervisor.~~ Such small daily transactions must be documented by receipts turned in to the supervisor the same day the transaction takes place.

2. Transactions over one hundred dollars (\$100) daily shall require prior authorization, documented in writing, and documentation of that authorization along with receipts, turned in to the supervisor.

~~2. Prior approval will be documented by the employee's supervisor and that documentation given to the Clerk/Treasurer.~~

~~3. Receipts shall be given to the Clerk/Treasurer on the same day the purchase is made.~~

3. Supervisors shall submit receipts and any required documentation to the Clerk/Treasurer.

4. The Clerk/Treasurer will file any required approvals and all receipts with the ~~debit~~ credit card statement and reconciliation.

5. Statements, reconciliations, and documentation shall be reviewed by the Finance Committee.

J. Personal charges: personal charges to City credit/~~debit~~ cards are not allowed.

K. Disallowed charges: credit/~~debit~~ cards may only be used for City business. Any employee using a City-issued credit/~~debit~~ card for non-City business shall be billed for all charges on the credit card, and the City Treasurer or his or her designee is directed and authorized to make payroll deductions to recover any unauthorized charges if the employee does not pay the charges prior to the time they are due. The amount due by the employee will include any accrued credit/~~debit~~ card interest and any penalties resulting from the charge.

L. Any employee that uses a card for non-City business may be subject to disciplinary action which may take the form of disciplinary letters in personnel files, or up to termination of employment.

~~L.~~ M. The Mayor, or supervisor, as appropriate, may bar any employee with a demonstrated history of charge card defaults, from using any City credit/~~debit~~ cards.

~~M.~~ N. Cash advances: cash advances on all City credit/~~debit~~ cards are prohibited.

## **Section II, Severability**

This ordinance is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

## **Section III, Effective Date**



This ordinance shall take effect from, and after, its passage, approval, and publication as provided by law.

Passed by the Council for the City of Gold Bar on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_, Steve Yarbrough, Mayor

Attest: \_\_\_\_\_, Lisa Stowe, Clerk/Treasurer

First Reading: \_\_\_\_\_

Posted: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Passed: \_\_\_\_\_

# City of Gold Bar

EST. 1910



107 – 5<sup>th</sup> Street, Gold Bar, WA 98251

## City of Gold Bar Council Meeting Minutes Tuesday, November 4, 2025

### **CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Mayor Yarbrough called the meeting to order at 7:00 pm. The meeting was held in hybrid format. Present in person were Councilmembers Craig and Martin. Councilmembers Russell and Sears attended via Zoom. Councilmember Lie was absent. Staff members present in person were Chief Whalen, Public Works Director Norris, and Clerk Stowe. Office Manager Beaston attended via Zoom.

### **AGENDA APPROVAL**

Councilmember Sears moved to adopt the agenda as presented and with a second by Councilmember Martin, the motion carried.

### **MAYOR'S REPORT**

Mayor Yarbrough attended numerous events, including the ribbon cutting for a new business, a winter weather summit, a meeting regarding grant applications, and one with Washington Wild, which he highly recommends councilmembers attend.

### **STAFF REPORT**

Chief Whalen reviewed calls in the region, including the number of traffic stops. Deputy Gallina was involved in a stop that led to confiscation of eight grams of methamphetamine. Chief Whalen also talked about the number of people in the region who have signed up for Snohomish County Alerts and encouraged people to do so if they have not.

Director Norris and staff are working on a path to address odors from marijuana operations.

Clerk Stowe said that insurance issues were resolved between Evergreen Health and Regence.

Office Manager Beaston asked for a moment of silence to remember Dave Kaseburg and Dakota Pickens. City staff grieve their loss and offer condolences to the family.

### **COUNCIL COMMENTS**

Councilmember Sears reminded people to get their ballots in before polls close.

Councilmember Martin said cold-weather shelters are open in Monroe and community transit will give free rides there. She also thanked Chief Whalen for his outstanding service.

Councilmember Russell talked about the need to step up and help local food banks.

Councilmember Craig toured the city's water system with Director Norris in order to learn more about it. She also thanked staff for their work on the County Emergency Management Comprehensive Plan.

## **PUBLIC HEARING**

Mayor Yarbrough called the public hearing to order at 7:11 pm to discuss the 2026 budget. Clerk Stowe reviewed the hearing process. Councilmember Craig asked about recusing herself because of her work with the Department of Emergency Management (DEM), but Clerk Stowe said the discussion would be around the stormwater fund so there would be no conflict of interest. No other councilmembers had any reason to recuse themselves from the hearing.

The storm water fund is not supporting itself, as it is legally required to do. The options before the council include raising rates or cutting the level of service. There was a great deal of discussion, including the amount of increase needed, that level of service cuts would be aesthetic such as mowing and weed-whacking retention ponds and not functionality, the need to maintain defensible spaces, the impact of Department of Correction crews, environmental impacts, senior discounts, the work done over the years to improve stormwater and reduce cost, and what a hybrid of actions might look like. The draft budget ordinance should be available at the next meeting for further discussion.

After discussion, Councilmember Sears moved to adjourn the public hearing and with a second by Councilmembers Martin and Russell, the public hearing was adjourned at 7:33 and the regular agenda returned to.

## **CITIZEN COMMENTS - none**

## **CONTINUED BUSINESS**

*Snohomish County Animal Services Interlocal.* The County made the requested revisions removing the wording 'cats and small animals'. Councilmember Sears moved to authorize Mayor Yarbrough to sign the interlocal and with a second by Councilmember Russell the motion carried.

## **NEW BUSINESS**

*DEM Funding and Emergency Management Comprehensive Plan.* DEM staff Lucia Schmit and Dara Salmon were available to answer questions. DEM faces loss of funding due to federal changes to grants. There was discussion around operating costs, active litigation with the federal government contesting cuts, the impact of the federal shutdown, loss of staff, the increase in costs to the city if funding is lost, and the need to raise funding or lower services, and what services DEM provides.

Regarding the Comprehensive Plan, DEM staff described what the plan is, what it does, and the need to have a standard document that includes all entities. After discussion the consensus of the council was to move forward with sending the draft to DEM for review. A final draft will then come to the council for action.

*Resolution #25-08, 2026 Property Taxes and Levy Certification.* This resolution raises property taxes the annual 1%. After brief discussion, Councilmember Sears moved to approve Resolution #25-08 as presented and to authorize Clerk Stowe to sign the Levy Certification document and with a second by Councilmember Russell, the motion carried.

*Town Hall Meeting Date.* After brief discussion, the town hall meeting regarding Moring Park will be held January 20<sup>th</sup>, half an hour prior to the council meeting.

*Ordinance #789, Amending Personnel Manual.* This amendment addresses discrimination and harassment. After brief discussion, Councilmember Sears moved to accept Ordinance #789 for an introduction and first reading and with a second by Councilmember Russell, the motion carried.

#### **FINAL COUNCIL COMMENTS/OTHER BUSINESS**

Councilmember Sears said there was one minute left to submit ballots.

Councilmember Martin spoke with Chief Whalen about Flock Cameras. She felt they were good tools if used properly but agreed with Chief Whalen to wait and see how they work out for other entities.

Councilmember Russell talked about the use of license plates and that flags should not be flying if in bad condition. He also felt people needed to know how to hang flags. Councilmember Martin agreed and added that they should be illuminated.

#### **MINUTES APPROVAL**

Councilmember Sears moved to approve the October 21<sup>st</sup>, 2025, minutes as presented and with a second by Councilmember Russell, the motion carried.

#### **VOUCHER APPROVAL**

Councilmember Martin moved to approve checks numbering 38749 through 38781 with \$27,140.35 for claims and \$53,484.65 for payroll and taxes, for a grand total of \$80,625.00 and with a second by Councilmember Sears, the motion carried.

#### **ADJOURNMENT**

Councilmembers Martin and Russell both moved to adjourn the meeting and with a second by Councilmember Sears the motion carried, and the meeting was adjourned at 8:04 pm.

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Steve Yarbrough, Mayor

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Lisa Stowe, Clerk/Treasurer

