

September 8, 2009

The REGULAR Meeting of the Woodland City Council was held on the above date at the Woodland City Hall, Council Chambers, 100 Davidson Avenue, at 7:00 p.m. The meeting was called to order by Mayor Chuck Blum and the Pledge of Allegiance was recited.

Present: Councilmember John Burke
Councilmember Marilee McCall
Councilmember Aaron Christopherson
Councilmember Susan Humbyrd
Councilmember Benjamin Fredricks

Absent: Councilmember Darwin Rounds
Councilmember Tom Mattison

Also Present: Deputy Clerk-Treasurer Gina Anderson
Police Chief Rob Stephenson
Community Development Planner Keiichiro Zushi
Public Works Director Steve Branz
Interim Fire Chief Joe Tone
City Attorney Bill Eling

PRESENTATION

1. **Christina Fenimore, Propel Insurance** – presented information on the 2009/2010 Cities Insurance Association of Washington (CIAW) renewal (Action item D). She noted that the property values changed which part was attributed to the percent increase in the premium. She further explained the coverage relating to the blanket limit and the detailed amounts. Questions arose relating to flood coverage. There was further discussion relating to increasing the deductible and how it would affect the premium. (This item was tabled to a future meeting for approval.)

CITIZEN INPUT FOR ITEMS NOT ON THE AGENDA

Marshall Allen, 320 Fir Avenue, talked about his high utility bill and the unfairness of the sewer bill charges connected to the water bill. He stated he would gladly pay a rate to support the sewer, but he does not like the two rates being connected. He only wants to pay for what he uses. He suggested that the sewer be based on the average of the winter usage. He would like the Council to review the rate structure.

Mike Benjamin, 331 Fir Avenue, concurred with Mr. Allen. He sent an email to the Council regarding his concerns and had an exchange with Councilmember Benjamin Fredricks. He would like the Council to take another look at this issue. He feels there is an inequity for those that water their yards and gardens. He stated he understands a rate increase and the need to replace aging systems.

Gary Morkert, 282 Cedar Avenue, agrees with paying what he uses. He gave an overview of his 2009 bills. The sewer charge is out of line. He also complained about his meter and how it is being read. He also suggested that the City get information from other cities that don't have water meters and get their rates.

Frank Rumpel, 650 CC Street agreed with the previous speakers and wanted to know when the water & sewer were changed.

Mayor Blum responded to the citizens.

Public Works Director Steve Branz explained the two common ways to charge water and sewer. He noted that Action item Q is on tonight's agenda which is to refer this back to the Public Works Committee (McCall, Mattison and Rounds). Public Works Director Steve Branz responded to questions from the citizens.

AGENDA APPROVAL

Councilmember Fredricks moved to move action item N and O to the consent agenda, table action item D and E, move action item Q to the first item considered after the consent agenda and approve the revised agenda. Councilmember Humbyrd seconded the motion. Discussion followed.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

REPORTS OF CITY OFFICERS

- Mayor
- Memo from Mayor Blum and Policy #11 (from 1980) Relationship among Mayor, City Council, Standing Committees, Department Heads re: Policy, Program and Budget Development
 - Policy #2009-001-Purchasing authority Discussion followed; Finance Committee referred to the Clerk Treasurer. Staff is working on suggested changes and will present at the September 21st council meeting.
 - Councilmember McCall presented a draft policy & procedure that relates to how Council hears the issue, directs information to be gathered, Committee reviews and then it comes to Council. It was suggested to forward to the HR/Government Committee to review.
 - Cowlitz County Summit September 23, 2009 6:00 p.m. at Cowlitz Co. Event Center
- Clerk/Treasurer
- Pacificorp Public Open House Meeting-Lewis River during the high runoff conditions, October 14, 7pm at the Oak Tree Restaurant
 - Planning for 2010 Budget Memo
 - Special meeting September 28th 7:00 p.m. 2010 Budget re: Revenues
 - Tentative Special meeting September 30th or October 1st AWC Municipal Budgeting & Fiscal Management workshop will not work for the council and has been cancelled. The Clerk Treasurer will look into additional alternate dates.
 - The September 14th council meeting also has been cancelled.
 - Initiative 1033 impacts-CT is preparing the report and will forward to council when complete
- Police
-
- Fire
- Donation from volunteer Firefighters: Side scan sonar to rescue boat
 - Rope Rescue training attended by three volunteers
 - H1N1-Swine Flu update & doctor issued protocol
 - Temporary employment of firefighter is ending September 30, 2009; options were previously presented to the Public Safety Committee. A meeting was set for September 15th at 6:00 pm
- Councilmember Fredricks inquired about the status of the Fire Department 2nd quarter report. Chief Tone responded.
- Public Works
- 2nd Quarterly report
 - Water and sewer rates
 - Restroom Project award and construction schedule
 - County park district formation
- Planning
- September 9th meeting rescheduled to September 2nd
 - Next meeting October 14, 2009, 7:00 p.m.
 - CEDC August newsletter
- Attorney
- Activity report and staff request for more attorney hours
 - Update on ballot title re: Res. 575 – form of government

REPORTS OF STANDING COMMITTEES

- | | | |
|--------------------------------|---------------------------|---|
| Human Resources/
Government | - Susan Humbyrd | - Met August 27 th
discussed Personnel
Policy and to prioritize a
list for attorney hours
needed; Next meeting
Sept 27 th |
| Finance | - John Burke | - Met August 24 th
discussed budget
amendments proposed ;
spending policy |
| Public Safety | - Marilee McCall | - Met on August 12 th
discussed police & fire
business already
addressed at a prior
council meeting; next
meeting Sept 15 th and
possible discussion if the
city would contract with
Fire District #1; it would
then be referred back to
the committee and
council for review;
Career temporary
appointment also on the
committee agenda; a
committee
recommendation should
be ready for the Sept 21 st
council agenda |
| Public Utilities | - Darwin Rounds | - meeting will need to be
rescheduled |
| • Facilities | - Marilee McCall | - No report; |
| • Horseshoe Lake Mgmt | - Tom Golik | - next meeting this
Thursday |
| Parks/ Recreation | - Aaron
Christopherson | - Met August 19 th
Next meeting September
16 th |

AD HOC COMMITTEES

- | | | |
|---|-------------------------|--|
| Comprehensive Plan Review | Marilee McCall | - Not an active committee |
| Cowlitz Wahkiakum Council of
Governments | Susan Humbyrd | - August newsletter |
| AWC/Legislative | Aaron
Christopherson | - Next meeting is the 24 th |
| Chamber of Commerce | | - Ken Stone spoke about
the dike certification at
the chamber meeting |
| Downtown Revitalization | Tom Golik | - Walt Hansen reported
that the baskets on
Davidson will remain
until the end of the
month; thanked the
council for the extension
on the downtown
parking |
| Woodland Quality Community
Coalition | Marilee McCall | - August 19 th meeting was
cancelled; next meeting
of sub- committee will
meet on September 16 th |

Recessed from 8:20 p.m. to 8:34 p.m.

MISCELLANEOUS: PHASING

Councilmember Fredricks asked a question of the City Attorney on phasing. Discussion followed relating to possible dates. Bill Eling will send questions to the council via email for the council to respond. He will send by the Thursday before the next meeting.

CITIZEN INPUT FOR ITEMS ON THE AGENDA

Tony Brentin, - 1765 Clover Lane – spoke re: Action item M Accidental Death & Dismemberment Insurance for fire volunteers. He stated that the insurance coverage his company offers can provide a superior level of coverage, more than the one that is being provided. He stated that the City should seek to provide the highest level of coverage that can be obtained through the dollars provided in the SAFER grant. He also presented other coverage that his company can provide. He recommends a no vote on action item M so the Fire Department can gather additional information relating to the insurance that could be provided. Discussion followed.

Joe Tone, 381 Fir Avenue – spoke on the life jacket loaner program. Supports this program and the recommendation of the Park Board. Donations have been pledged to this program and project.

Steve Slack, Advanced Electric Signs – Action item G Spoke on the idea to place stickers on the signs. He has experience with City of Portland and Salem. It increased the permit process paperwork. Also businesses with multiple signs were required to obtain a separate permit. He stated that he believes that this code issue was the result of a citizen complaint of a sign that was a nuisance and didn't meet code in one way. He believes that if the complaints were reviewed that they would be for incidental signs vs. permanent signs. He urged the council to look further into this and the needs. He doesn't feel that it is needed in this small community at this time.

CONSENT AGENDA

Item B was removed.

A) Approve claims voucher warrants number 38243 through 38340 for the month of August, 2009 in the amount of \$218,689.30 and payroll warrants numbered 28223 through 28333 for the month of August, 2009 in the amount of \$255,163.94 for a grand total of \$473,853.24.

N) To authorize use of the east end of Horseshoe Lake Park by the Woodland Moose Lodge on September 26, 2009 for an employee only picnic and to deny waiver of required special event fee of \$200 and subject to proof of insurance.

O) To authorize installation of a life jacket loaner board and sign in Horseshoe Lake Park near the park maintenance shed.

Councilmember Burke moved to approve the consent agenda. Councilmember Christopherson seconded the motion.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action B) Approval of Minutes of August 17th as amended

Councilmember McCall asked for clarification on the minutes of August 17th relating to verbiage on page 5 that should have been stricken. She felt the language was abrasive and it was detailed in the motion of the August 17th minutes which was amended from the August 3rd minutes. She stated that she asked for it to be eliminated entirely and now it is in the record again as being struck. She requested it be amended to, "Councilmember McCall moved to approve minutes of August 3rd as amended to strike verbiage on page 2." It was questioned if what needs to be removed needs to be stated in the minutes? Discussion followed on how to reflect language that is being stricken from the minutes. Mayor Blum stated that it was amended to remove it at the August 17th council meeting minutes.

Councilmember Fredricks moved to amend the Minutes of August 17th to say: Councilmember McCall moved to approve the minutes as amended and remove the verbiage to be stricken on page 5 of the August 17th minutes. Councilmember McCall seconded the motion.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action D) Authorize renewal of insurance with CIAW (TABLED)

This item was tabled.

Action E) Authorize renewal of Broker services with Propel Insurance (TABLED)

This item was tabled.

Action Q) Authorize to refer to Committee water/sewer rate concerns on how to proceed

Councilmember Christopherson moved to authorize to refer the water/sewer rate concerns back to the Public Works Committee for recommendation on how to proceed. Councilmember Fredricks seconded the motion. Discussion followed. The committee needs to have the questions given to the committee for the Public Works Director to research. Councilmember Burke referenced the prior Wastewater Advisory Committee that met in 2007. Also, it was questioned if any performance audit is done with the current meter reader contractor. Rates and revenues and a sampling of types of users were also items referred to the committee to review.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action C) Authorize update to 2004 Facilities Study by Architects Barrentine Bates Lee (TABLED)

Councilmember Fredricks moved to refer this to the Facilities Committee to determine if it is a 2010 budget priority. Councilmember Humbyrd seconded the motion. Discussion followed relating to the number of members on the committee. It was stated that it is under the Public Utilities Committee. It was discussed if it should be a budget priority for 2010. Councilmember McCall stated that there is no immediate impact by delaying it until 2010. If it was funded for 2009, it would be from Fund 319-Public Safety Facility at 300 E. Scott Avenue.

Councilmember Christopherson moved to table this item. Councilmember Burke seconded them motion.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action F) Adopt Ordinance No. 1164 – Parking restrictions in C-1 district (Final Reading)

Councilmember Burke moved to adopt Ordinance No. 1164- Parking Restriction Exemption applicable to certain areas of the Central Business District (C-1) zoning district. (FINAL READING). Councilmember Christopherson seconded the motion.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action G) Ordinance No. 1165- Sign permit requirements (Final Reading) (TABLED)

Councilmember Burke moved to table this item (to adopt Ordinance No. 1165- Amendment to the Sign Permit Requirements, WMC 17.52.140, to add WMC 17.52.140. (FINAL READING).) Councilmember Humbyrd seconded the motion. Discussion followed.

Steve Branz, Public Works Director asked that it be referred back to staff for additional research and recommendation and it is a higher priority.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action H) Authorize acceptance of Emerging Issues Grant award

Councilmember McCall moved to authorize Mayor to sign \$10,000 Emerging Issues Grant (EIG) awarded by the State Department of Commerce to develop the Mixed Use Downtown and Gateway Architectural and Site Design Standards. Councilmember Christopherson seconded the motion. Discussion followed.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action I, J, K) Motion to approve additional attorney hours for Action items I, J and K and fund line item adjustment from 001 514 30 41 Professional Services to Legal Services

Councilmember Fredricks moved to approve Action Items I, J and K and to instruct staff to fund from existing budgeted dollars and do a line item adjustment from Professional Services 001 514 30 41 to Legal Services 001 515, not to exceed \$3,325. Councilmember Burke seconded the motion. Discussion followed relating to the remaining budget in the line item.

Yes: McCall, Christopherson, Humbyrd, Fredricks No: Burke Abstain: None. (4-1)

M/S/C

Action I) Authorize up to 10 additional attorney hours for Personnel Policy review

To authorize up to 10 additional Attorney hours to review Ordinance No. 1001- Personnel Policy and recommend new or amended language.

Action J) Authorize 1 additional attorney hour re: Foglia Lot Determination #209-910

To authorize additional (1) one hour for the City Attorney to address a question concerning Foglia Lot Determination (Land Use Application Number 209-910).

Action K) Authorize 8 additional attorney hours re: 1773 Goerig Street

To authorize additional eight (8) hours for the City Attorney to resolve the zoning issues concerning 1773 Goerig Street.

Action L) Authorize Clerk Treasurer to prepare 3rd quarter 2009 Budget Amendments

Councilmember Fredricks moved to authorize Clerk Treasurer to prepare 3rd Quarter 2009 Budget Amendment with exceptions referring to page 5 remove the increase to expenditures for legal services 001 515 22 40 from \$8,000 to -0-; also page 5 increase to expenditures from 001 514 30 41 Professional Services from \$3,000 to -0- and approve the remainder as presented in the Clerk Treasurer budget report tonight. Councilmember Christopherson seconded the motion. Discussion followed.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Action M) Authorize expenditure for AD&D benefits for volunteer fire department members as per SAFER Grant

Councilmember McCall moved to authorize expenditure of \$8,179 for Accidental Death & Dismemberment benefits for fire volunteers as outlined in our Safer grant. Councilmember Christopherson seconded the motion.

Discussion ensued relating to bidding and procurement. Chief Joe Tone responded that Mr. Brentin did submit a quote and it was received. The quote was stated that his company could not provide Accidental Death & Dismemberment Insurance as was required in the grant. A change order would have to be obtained from the grant to change the scope of the insurance that Mr. Brentin is offering from his company. His offer with the prices, were evaluated side by side with the other quotes for services. It was determined that his offer was more expensive and provided less coverage than what was recommended to the council tonight. Research was done and the best plan was offered tonight. Councilmember

Fredricks questioned the bidding and procurement process. The City Attorney ruled that it is not a procurement process, but a service. Chief Tone stated that 4 or more quotes were received by the City. More discussion followed.

Yes: Burke, McCall, Christopherson, Humbyrd, Fredricks No: None Abstain: None. (5-0)

M/S/C

Recessed at 9:41 p.m. to 9:45 p.m.

Action P) Authorize acceptance of parkland offer from Triangle Holdings and expenditure for appraisal, subject to legal review and approval (TABLED to October 19th)

Steve Branz, Public Works Director gave a staff report on this item. Discussion ensued relating to grants available and improvements that would be needed. Legal review of the project is still pending.

Councilmember Christopherson moved to table this item to October 19th council meeting to get legal review and approval. Councilmember Humbyrd seconded the motion. Discussion ensued related to the use of park impact fees.

Yes: Burke, Christopherson, Humbyrd, Fredricks No: None Abstain: McCall. (4-0)

M/S/C

MISCELLANEOUS

1. Community Garden, high grass and weeds; Public Works will address this. The meeting adjourned at 9:56 p.m.

Charles E. Blum, Mayor

Minutes approved: _____

Attest: _____
Georgina D. Anderson, Deputy Clerk-Treasurer

These minutes are not a verbatim record of the proceedings.
A recording is available in the office of the Clerk-Treasurer