

City Of Woodland
City Council Meeting Agenda Summary Sheet

Agenda Item: Approval of minutes of May 6 and 13, 2013.

Agenda Item #: (B) Consent

For Agenda of: 05/20/2013

Department: Clerk/Treasurer

Date Submitted: 05/14/2013

Cost of Item: _____

Amount Budgeted: _____

Unexpended Balance: _____

BARS #:

Description:

Department Supervisor Approval: Mari E. Ripp, Clerk-Treasurer / s /

Committee Recommendation: n/a

Agenda Item Supporting Narrative (list attachments, supporting documents):

May 6, 2013 – Regular meeting

May 13, 2013 – Special meeting/workshop

Summary Statement/Department Recommendation:

Recommend approval.

May 6, 2013

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

PRESENT: Councilmember Marshall Allen
Councilmember John Burke
Councilmember Benjamin Fredricks
Councilmember Scott Perry
Councilmember Al Swindell

ABSENT: Councilmember Susan Humbryd
Councilmember Marilee McCall

STAFF: Deputy Clerk-Treasurer Gina Anderson
City Attorney William Eling
Community Development Planner Carolyn Johnson
Police Chief Rob Stephenson
Public Works Director Bart Stepp.

ACTION L) Move to excuse Councilmembers Humbryd and McCall from tonight's meeting

Councilmember Fredricks moved to excuse Councilmembers Humbryd and McCall from tonight's meeting. Councilmember Swindell seconded the motion.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

Noel Johnson, PO Box 1955, commented these are exciting times in Woodland, went fishing at Lake Merwin and caught 30 kokanee, Blooms to Brews celebration was a fantastic event and had over 800 runners and this Saturday is Kids Fishing Derby.

Councilmember Perry complimented Noel Johnson for watering plants early in the morning.

Summer Koons, 2207 Dike Road, said excellent job with Blooms n Brews.

CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA

Heather Mansy, 386 Hillsdale, talked about the proposed amendment to have wine/beer in Horseshoe Lake Park during Fall Festival. She gave an overview of the Fall Festival. She would like Woodland to flourish and small businesses to thrive. She urged the Council to support the proposed amendment.

Susan McAdams, 110 Krestview Lane, member of the Fall Fest Committee, spoke in support of the wine tasting and/or beer venue in Horseshoe Lake Park. More and more social events include the consumption of wine and beer. If City approves a special event, conditions can be built in to address alcohol consumption.

David Miller, 22117 NE Abernathy, Yacolt and owns a business in Woodland, spoke in favor of alcohol at the Fall Fest.

Noel Johnson, PO Box 1955, spoke In favor of the Fall Fest event with wine tasting and/or beer garden.

Darlene Johnson, PO Box 1808, spoke in favor of beer garden at Fall Fest, thanked Council for consideration of hotel/motel tax to fund Woodland Chamber and spoke against transportation impact fees.

Jerry Wallace, lives in Cowlitz County, spoke in favor of beer garden/wine tasting at Fall Fest.

PRESENTATION / PROCLAMATION

1. PRESENTATION AND CITIZEN COMMENT: N. Goerig / Lewis River Road (SR503) – Traffic Issues

Mayor Laseke stated one of the Council goals is safety on Lewis River Road. Public Works Director Stepp stated there are three potential changes being discussed. A letter was mailed to all residents and businesses looking for feedback on the potential changes.

Chief Stephenson said the problem is by Don's Donut Depot, 503 goes to right and drops a bit and N Goerig goes straight. There is alot more traffic in the area and it is a problematic area. DOT has money now for relatively low cost fixes.

Jerry Wallace, lives on Butte Hill, drives through intersections very time he comes down hill. First preference is improve signage. Second preference would be no left turn on Goerig.

David Miller, 1669 Goerig, Farmers Insurance, stated blocking the road would be devastating to his business. Leave it open.

Dale Boon, 6262 Green Mountain Road, reiterated it is not that big of a problem. If traffic was moved to East Scott, there would be more problems. Encourage you to leave it the way it is.

Noel Johnson, PO Box 1955, lives across the river from there. It has been a problem for a long time.

Heather Mansy, 386 Hillsdale Drive, takes the turn several times a day. There is no protected place to turn around. Blocking would not help much.

Citizen comment closed at 7: 51 p.m.

Council and staff discussion ensued.

ACTION M) Refer possible SR 503/Goerig Street Intersection Traffic Control Change back to Public Works Committee for a recommendation for the May 20th Council meeting

Councilmember Fredricks moved to refer possible SR 503/Goerig Street Intersection Traffic Control Change back to Public Works Committee for a recommendation for the May 20th Council meeting. Councilmember Allen seconded the motion.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

2. Proclamation: Municipal Clerk's Week, May 5-11, 2013
3. Proclamation: National Police Week, May 12-18, 2013 and Peace Officers Memorial Day May 15, 2013
4. Proclamation: Public Works Week, May 19-25, 2013
5. Proclamation: Bike to Work Week, May 13-17, 2013

Council recessed at 8:10 p.m. and reconvened at 8:15 p.m.

AGENDA APPROVAL

Councilmember Burke moved to approve the agenda, moving action item I to after action item K and an executive session for the employment contract for Amanda Smeller before action item I. Councilmember Fredricks seconded the motion. Discussion followed.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

REPORTS OF CITY OFFICERS

- | | |
|-------|---|
| Mayor | <ul style="list-style-type: none"> - Ad Hoc Code Enforcement Ordinance Review Committee - Arts Commission Appointment - Heather Mansy - Re-appointment of Park Ad-Hoc Committee: Sandy Larson and Brad Hammons to a 4 year term ending 12/31/2016. Councilmember Swindell is also a member of this Ad Hoc Committee. - Appointment of Amanda Smeller to Community Development Planner effective 5/13/2013 (see Action items) - Memorial Day Ceremony, May 27th, - National Trail Day, June 1st - Chelatchie Prairie Ribbon Cutting Ceremony, May 11th - Council Rules for approval at next Council meeting - May 13th Workshop – Committee Process & Personnel Policy |
|-------|---|

Action N) Create an Ad Hoc Enforcement Ordinance Review Committee

Councilmember Allen moved to create an ad hoc enforcement ordinance review committee and report back to Council by the end of 2013. Councilmember Swindell seconded the motion.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

- | | |
|-----------------|--|
| Clerk/Treasurer | <ul style="list-style-type: none"> - Liquor license renewal: Lewis River Shell & Mart; Old Town Grill & Back Alley Bar - 1st Quarter 2013 reports (all departments) |
|-----------------|--|

Councilmember Fredricks went on a ride along with Officer Keller. He encouraged all Councilmembers to go on a ride along.

Mayor Laseke met with Chief Mason at Clark County Fire & Rescue. Things are going along well. The two departments melding together.

- Public Works
 - Special event permit request for alcohol to be allowed at Horseshoe Lake Park
 - SR 503 Traffic Control will get better

Action O) Create an ordinance based on the Bonney Lake ordinance and review by Public Works Committee and Public Works Director

Councilmember Swindell moved to create an ordinance based on Bonney Lake Ordinance and review by Public Works Committee & Public Works Director. Councilmember Fredricks seconded the motion.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbyrd, McCall

Motion passed unanimously.

Mayor Laseke distributed a letter from Portco thanking the Public Works Department for working through the night to get their water supply back in service.

- Planning
 - Planning Commission vacancy. Applications being accepted through Monday, May 13th
- Attorney
 - Asked Councilmembers to email their personnel policy questions for next Monday's meeting

REPORTS OF STANDING COMMITTEES

- Human Resources/
Government
 - Susan Humbyrd - Next meeting to be scheduled
- Finance
 - Benjamin Fredricks
 - Met April 22nd and discussed 911 bill from Cowlitz County , Pitney Bowes mailing machine (item C), facility funding (item J), invoice cloud still pending item
 - Next meeting rescheduled May 28th
- Public Safety
 - Marilee McCall
 - April 15th meeting cancelled
 - Next meeting May 20 at 5:45 p.m.
- Public Utilities
 - Al Swindell – given by Marshall Allen
 - Met April 9th and discussed westside sewer project, safe routes to school, Guild Road and Ranney Well
 - Next meeting May 14th
- Horseshoe Lake Mgmt
 - Scott Perry
 - Met April 11th and discussed pump, lake testing and keeping lake as high as long as possible for as long as possibly can
 - Next meeting May 9th
- Facilities
 - Marilee McCall – report given by Scott Perry
 - Met April 22nd and discussed exterior and interior colors and different possibilities of facility funding
 - Next meeting May 27th
- Parks/Recreation
 - Al Swindell
 - April 17th meeting cancelled
 - Next meeting May 15th

AD HOC COMMITTEES

- | | | |
|--------------------------------------|---------------------------------|--|
| AWC/Legislative | Al Swindell | - Legislature adjourned without budget - Legislature reconvene Monday, May 13 th - Senate & House budget writers meeting this week |
| Chamber of Commerce | John Burke | - La Casa Tapita luncheon meeting tomorrow at noon, Dennis Kempe from Clark County Skill Center will be speaker - After Hours on May 23 rd from 5:00 -7:00 p.m. groundbreaking at school |
| Downtown Revitalization | Tom Golik – given by John Burke | - Next meeting May 14 th at the Grange, 5:00 p.m. |
| Woodland Quality Community Coalition | John Burke | - Special /Joint meeting on July 17 th at 6:00 p.m. hosted by the City at Community Center, Presentation by Columbia River Carbonates on barge port on Columbia River |

CONSENT AGENDA

- A. Approve claims vouchers warrants numbers 44906 through 44976 for the month of April, 2013 in the amount of \$230,257.34 and payroll warrants number 29793 through 29807 for the month of April in the amount of \$267,136.19 for a grand total of \$497,393.53.
- B. Approval of minutes of April 15 and 17, 2013
- C. Authorize new 48 month lease with Pitney Bowes for mail machine/meter.
- E. Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Hulda Klager Lilac Gardens
- F. Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Downtown Revitalization Committee
- G. Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Woodland Historical Museum
- H. Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Planters Days Committee

Item D was removed from the Consent Agenda. Councilmember Burke moved to approve the Consent Agenda. Councilmember Fredricks seconded the motion.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

ACTION D) Authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Chamber of Commerce

Councilmember Fredricks moved to authorize Mayor to sign Fund 107 Hotel Motel 2013 Agreement with Chamber of Commerce. Councilmember Swindell seconded the motion. Councilmember Burke as executive director of Woodland Chamber of Commerce has a conflict of interest.

Vote: 4-0 Yes: Allen, Fredricks, Perry, Swindell; No: None

Abstained: Burke; Absent: Humbryd, McCall

Motion passed unanimously.

ACTION AGENDA

Action J) Authorize staff to move forward with financing to issue bond relating to Capital Projects – Option 1 and prepare related documents

Councilmember Fredricks moved to authorize staff to move forward with financing to issue bonds relating to Capital Projects-Option 1 and prepare related documents. Councilmember Swindell seconded the motion. Councilmember Perry is a real estate agent, representing the property in option 5 and indicated he has a conflict of interest. Discussion ensued.

Vote: 4-0 Yes: Allen, Burke, Fredricks, Swindell; No: None

Abstained: Perry; Absent: Humbryd, McCall

Motion passed unanimously.

Action K) Adopt Ordinance No. 1264 – Transportation Impact Fees (FINAL READING)

Councilmember Swindell moved to adopt Ordinance No. 1264 - Transportation Impact Fees (FINAL READING). Councilmember Fredricks seconded the motion. Discussion ensued.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

EXECUTIVE SESSION (*per RCW 42.31.010*)

1. Employment Contract for Community Development Planner, Amanda Smeller

Mayor Laseke stated the Council will move into executive session. Action will be taken when Council moves back to regular session. Council moved into Executive session at 9:30 p.m.

Executive session ended at 9:46 p.m. and Council moved back to regular session at 9:47 p.m.

Action I) Confirm appointment of Amanda Smeller to Community Development Planner effective May 13, 2013 and authorize Mayor to sign Employment Agreement

Councilmember Burke moved to confirm appointment of Amanda Smeller to Community Development Planner effective 5/13/2013 and authorize Mayor to sign Employment Agreement with changes proposed by the attorney and delete any reference to Ordinance 1184.

Councilmember Fredricks moved to confirm appointment of Amanda Smeller to Community Development Planner effective 5/13/2013 and authorize Mayor to sign Employment Agreement with changes proposed in Section C from the attorney. Councilmember Swindell seconded the motion.

Vote: 4-1 Yes: Allen, Fredricks, Perry, Swindell; No: Burke

Abstained: None; Absent: Humbryd, McCall

Motion Passed.

ACTION P) Move the workshop item, collective gardens issues/discussion to the next regular Council Meeting

Councilmember Burke moved to move the workshop item, collective gardens issues/discussion to the next regular Council meeting. Councilmember Swindell seconded the motion. Discussion ensued.

Vote: 0-5 Yes: None; No: Allen, Burke, Fredricks, Perry, Swindell

Abstained: None; Absent: Humbryd, McCall

Motion failed unanimously.

WORKSHOP

1. Collective Garden issues / discussion

ADJOURNMENT

Councilmember Burke moved to adjourn the meeting. Councilmember Fredricks seconded the motion. The meeting was adjourned at 10:04 p.m.

Vote: 5-0 Yes: Allen, Burke, Fredricks, Perry, Swindell No: None

Abstained: None; Absent: Humbryd, McCall

Motion passed unanimously.

Grover B. Laseke, 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*

May 13, 2013

DRAFT

The SPECIAL Meeting of the Woodland City Council was held on the above date at the Woodland City Hall, Council Chambers, 100 Davidson Avenue, Woodland WA. The Special meeting was called to order by Mayor Grover Laseke at 6:00 p.m.

PRESENT: Councilmember Marshall Allen
Councilmember John Burke
Councilmember Benjamin Fredricks
Councilmember Al Swindell
Councilmember Marilee McCall
Councilmember Scott Perry

ABSENT: Councilmember Susan Humbryd

STAFF: Clerk-Treasurer Mari Ripp
Public Works Director Bart Stepp
Community Development Planner Carolyn Johnson (out-going)
Community Development Planner Amanda Smeller (New)
City Attorney Bill Eling

WORKSHOP:

1) Council Standing Committees and Committee Process

- a. Mayor's Report dated 5/8/2013-Council Committee Work Process
- b. Chart: Committees, Boards, Commissions
- c. 2013 Committees and assignments
- d. Telephonic appearance by Councilmembers
This item will be added to the council rules & procedures and set for the 6/3/13 council agenda for consideration.
- e. Public Works Director Memo dated 5/10/2013-Committee restructuring

Discussion ensued on various ways to make meetings more efficient and to accomplish city business. A resolution will be prepared for review at the 6/3/2013 council meeting explaining the proposed new workshop process (4th Monday of month for a workshop which will replace committee meetings), the order of business, option for a workshop/follow-up at the next regular council meeting with a 30 minute workshop at 6:30 p.m., if needed, and regular meeting to begin at 7:00 p.m. It will be a pilot beginning 6/24/13 until the end of the year. The council rules & procedures will need to be further amended as well as the Woodland Municipal Code. Finance Committee will continue to meet for voucher approval and financial oversight as needed or scheduled.

2) Update on Personnel Policy #1184

- a. Memo 12/5/2012 HR/Gov Committee Suggested Changes List
- b. Chart: Policy changes in priority order by HR/Gov Comm
- c. Sick leave accrual cap survey of local entities
- d. Flex Schedule Directive for Exempt Employees Sept, 2012
- e. Email-MRSC response on Employment Contracts 1/23/2013
- f. Policy-Vacation
 - Ord 1184 current vacation schedule
 - WPOA contract vacation schedule
 - Teamsters-Public Works vacation schedule
 - Teamsters-Clerical vacation schedule
 - Policy [Draft] Section 13
- g. Policy [Draft] Section 9. Hours of Work & Schedules
- h. Policy [Draft] Section 13 Vacation Accrual & Caps
- i. Disciplinary Action – Sample language on process
The meeting was adjourned at 8:16 p.m.
- j. Memo-Attorney Bill Eling-Authority to Amend Terminable at Will Contracts-5/13/2013

Discussion ensued relating to the current Personnel Policy, Exempts Employment Contracts and implementing changes. Attorney Eling commented on the matters. The update to the Personnel Policy will be set for the 6/24/13 workshop for more discussion.

The meeting was adjourned at 8:34 p.m.

Grover B. Laseke, Mayor

Minutes approved: _____

Attest:

Mari E. Ripp, Clerk-Treasurer

These minutes are not a verbatim record of the proceedings.