

**City Of Woodland
City Council Meeting Agenda Summary Sheet**

Agenda Item: Approval of minutes of December 2 and 9, 2013.	Agenda Item #: <u>(B) Consent</u>
	For Agenda of: <u>12/16/2013</u>
	Department: <u>Clerk/Treasurer</u>
	Date Submitted: <u>12/11/2013</u>

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): December 2, 2013 – Regular meeting December 9, 2013 – Special meeting / Workshop
Summary Statement/Department Recommendation: Recommend approval.

December 2, 2013

DRAFT

The REGULAR Meeting of the Woodland City Council was held on the above date at the Woodland City Hall, Council Chambers, 200 E. Scott Avenue, Woodland WA. The Regular 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 Susan Humbryd
Councilmember Marilee McCall
Councilmember Scott Perry
Councilmember Al Swindell

ABSENT: None

STAFF: City Attorney William Eling
Clerk-Treasurer Mari Ripp
Police Chief Rob Stephenson
Public Works Director Bart Stepp
Community Development Planner Amanda Smeller.

CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

Jerry Wallace, Wallace Technical Blasting on Butte Hill Rd.-spoke on sanitation facilities that are available in the city. Over the past week he visited many businesses and their sanitation facilities. He found Les Schwab was exemplary. He stated that only 1/3 of facilities visited were up to standard and he is concerned for employees, customers, etc. He will be re-visiting some of the businesses and re-check the status to see if improvements are made.

CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA

None

PRESENTATION

Woodland ACTION Center (formerly WCSC) by Susan McAdams and Andreas Gast, members of the Board, presented their new marketing and branding campaign "Ignite Action, Be a Spark Plug", a logo contest, pledge cards, etc.

AGENDA APPROVAL

Councilmember Burke moved to approve the agenda and remove Item D (Bid award for paper supplies and supplies) from the Consent Agenda. Councilmember Allen seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

REPORTS OF CITY OFFICERS (Limited)

- Mayor
- Rescheduled to 1/6/2014 7:00 p.m. Ribbon-cutting ceremony at NEW Police Station/Community meeting room (Council Chambers)
 - 12/9/2013 council workshop 7:00 p.m. (cancels December 23rd meeting) re: Special meeting with possible action on 2014 budget
 - Final 2013 council meeting 12/16/2013 7:00 p.m.
 - Scott Avenue Reconnection Open House 12/10/2013 5:30-7:30 p.m. at the new council chambers, 200 E. Scott Avenue
<http://www.scottreconnect.com/>
- Clerk/Treasurer
- LCCAC 2013 Report
 - Next WQCC quarterly meeting January 15, 2014-City to host at new Council Chambers
 - Liquor License – Added privilege – Woodland Liquor & Tobacco, 1230 Lewis River Road, Suite B
 - 2014 budget items were distributed 1) Summary list of Enhancements 2) updates to the budget (dated 12/2/2013) 3) Responses to Councilmember Fredricks questions emailed last week

CONSENT ITEMS

- A. Clerk-Treasurer
- Approval of Claims voucher warrants number 45717 through 45782 for the month of November 2013 in the amount of \$291,212.55 and payroll warrants numbered 29901 through 29917 for the month of November 2013 in the amount of \$275,199.38 for a grand total of \$566,411.93
- B. Clerk-Treasurer
- Approval of minutes of November 18 and 25, 2013
- C. Clerk-Treasurer
- Appointment of Municipal Court Judges
- D. Clerk-Treasurer
- ~~Bid award for paper supplies and supplies~~ REMOVED
- E. Clerk-Treasurer
- Authorize Mayor to sign renewal of CWCOG Kaiser Insurance for 2014
- F. Clerk-Treasurer
- Authorize Mayor to sign renewal of Polestar COBRA Administrator Contract 2014

Councilmember Fredricks moved to approve the Consent Agenda. Councilmember Swindell seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

ACTION ITEMS

G. Mayor - Approval of 2014 Legislative Priorities

Discussion ensued. Councilmember Perry requested to add to the list - to delay implementation of the Shorelines Master Plan update. Ms. Smeller commented on the current status of Woodland's update. Councilmember Burke moved to approve 2014 Legislative Priorities. Councilmember Fredricks seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

H. Clerk-Treasurer - Adopt Ordinance No. 1287 – 2014 Final Budget (First Reading)

Councilmember Swindell moved to approve Ordinance No. 1287 – 2014 Budget (FIRST READING). Councilmember Perry seconded the motion. Discussion followed.

Motion: Councilmember McCall moved to put item H after the budget workshop tonight to ask questions before we have the 1st reading. Councilmember Fredricks seconded the motion.

Vote: 5-2 Yes: Allen, Burke, Fredricks, Humbryd, McCall; No: Perry, Swindell

Abstained: None; Absent: None

Motion Passed.

Recessed at 8:00 p.m. to 8:06 p.m

2014 Budget Workshop

- a. Changes to 2014 Preliminary Budget
- b. Council discussion
- c. Workshop December 9, 2013 7:00 p.m. – 2014 Budget Workshop
- d. Regular Council meeting December 16, 2013 – 2014 Final Budget (FINAL Reading)

Returned to regular session at 9:02 p.m.

Main motion: Councilmember Swindell moved to approve Ordinance No. 1287 – 2014 Budget (FIRST READING). Councilmember Perry seconded the motion. Discussion followed.

Amendment: Councilmember Fredricks moved to amend the budget by allocating \$39,943 to the Street fund 104 and direct Mayor to come up with \$80,000 in General Fund cuts, direct the Mayor to present it back to the council, and without cuts to police, fire and streets, and reallocate those funds to the Park fund. Councilmember McCall seconded the motion.

Discussion followed.

Call for the question.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

Vote on Amendment:

To amend the budget by allocating \$39,943 to the Street fund 104 and direct Mayor to come up with \$80,000 in General Fund cuts, direct the Mayor to present it back to the council, and without cuts to police, fire and streets, and reallocate those funds to the Park fund.

Vote: 5-2 Yes: Allen, Burke, Fredricks, Humbryd, McCall; No: Perry, Swindell

Abstained: None; Absent: None

Motion Passed.

Main motion as amended:

To approve Ordinance No. 1287 – 2014 Budget (FIRST READING) and include in the budget by allocating \$39,943 to the Street fund 104 and direct Mayor to come up with \$80,000 in General Fund cuts, direct the Mayor to present it back to the council, and without cuts to police, fire and streets, and reallocate those funds to the Park fund.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbryd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

ADJOURNMENT

Councilmember Burke moved to adjourn the meeting. Councilmember Fredricks seconded the motion. All: Yes.

The meeting was adjourned 9:19 p.m.

Grover B. Laseke, Mayor

Minutes approved: _____

Attest:

Mari E. Ripp, Clerk-Treasurer

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

December 9, 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 7:00 p.m.

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

ABSENT: Councilmember Susan Humbyrd

STAFF: Deputy Clerk-Treasurer Gina Anderson
City Attorney William Eling
Clerk-Treasurer Mari Ripp
Police Chief Rob Stephenson
Public Works Director Bart Stepp
Community Development Planner Amanda Smeller

Action A) To excuse Councilmember Humbyrd from tonight's meeting

Councilmember Perry moved to excuse Councilmember Humbyrd from tonight's meeting. Councilmember Fredricks seconded the motion.

Vote: 7-0 Yes: Allen, Burke, Fredricks, Humbyrd, McCall, Perry, Swindell; No: None

Abstained: None; Absent: None

Motion passed unanimously.

WORKSHOP

REPORTS OF CITY OFFICERS:

**indicates will be set for Action and/or Consent Item at next regular meeting*

Mayor

A. 2014 Council meeting Calendar

1. Discussion on continuing 4th Monday workshops will be at a January meeting
2. The 2nd Mondays will be reserved for specific topics for workshops and set after there is a confirmed agenda.
3. Mayor asked for comments and that the calendar be finalized at the January 6, 2014 council meeting.

- B. Oath of office 2014 councilmembers** – Swearing in will be on December 16, 2013 or up through December 31st (as scheduled with the Clerk-Treasurer) and ceremony on January 6, 2014, 7:00 p.m.
1. Councilmember McCall noted that she may not be present at the Dec. 16, 2013 council meeting. Councilmember Fredricks also stated that he may not be present at the December 16th council meeting.
- C. Personnel Policy updates**
1. Mayor Laseke asked the council how they would like to proceed with discussion on the proposed policy
 2. Councilmember Fredricks asked for the vacation cash out language and when it would be presented? Mayor Laseke responded that it was included in February 2013 and at other times too. It will be distributed again to the council.
 3. The policy changes will be scheduled for January 27, 2014 workshop for discussion and review.
- D. Salary Study – Exempts**
1. Memo from Mayor dated November 21, 2013
 2. Some reported that the website link was not working and they didn't get to review it. The link was checked and appears to be working now. This item will be set for the Mayor's report on December 16, 2013.
- E. Retreat-set for January 25, 2014 at 8:00 a.m.**
1. Mayor Laseke has contacted a facilitator for the meeting
 2. Strategic Planning was discussed as a topic for the council to discuss
 3. Mayor will contact 2 potential facilitators, get pricing and dates and bring it back to the council
- F. Request for a new "Welcome to Woodland" sign** for in the triangle across from the Visitor's Center (introduced by Noel Johnson).

Department Reports

Clerk-Treasurer

- G. 1/15/2014 – WQCC meeting (City host) – agenda and planning for event**
1. What is the vision of the path of the group?
 2. Do we want a speaker or just keep on with round tables?
 3. Logo, branding, marketing of the WQCC?
 4. Purpose: Look at how the groups can work together and save money?
 5. Budget for the After Hours event and will WQCC continue to host an event in 2014?
 6. Speaker ideas: FVRL, Swimming Pool, Park & Rec District, Rotary-Scott Hill Park project
 7. *These comments will be discussed with the WQCC at the next meeting.
- H. *Action on 12/16/2013-Ordinance No. 1289- amending ordinance to change the time to allow alcohol in the park for special permitted events.**
- I. *Action 12/16/2013-Ordinance No. 12XX-2013 Budget Amendments. *This is deferred to January 6, 2014.***
- J. *Action 12/16/2013-Swearing in of incoming councilmembers (Fredricks, Heffernan, McCall, and Swindell). *Council discussed this under Mayor's report above.***

- K. *Action - 1/6/2014-Mayor Pro Tem appointment
- L. *Action - 12/16/2013 approval of agreements for 2014-Hotel Motel , Humane Society, DWR, etc. *This is deferred to January after the 2014 budget is adopted.*
- M. Sales Tax report
- N. *Report 12/16/2013 – November 30, 2013 Financial Reports
- O. *Action 12/16/2013 – EAP Agreement with First Choice Health

Police

- P. Shop with a Cop held Saturday, December 7th at Walmart. Various entities participated in the event and it was very successful.
- Q. Move-in proceeding at the new police station.

Public Works

- R. *Action 12/16/2013 – TIB Contracts
- S. New Police Station Ribbon cutting/dedication is set for January 6, 2014 6:30 p.m. followed by regular council meeting
- T. Ad Hoc Committee – Nuisance Review Committee report-this is on hold until early 2014

Action B) to re-authorize the Nuisance Review Committee for 2014

Councilmember Perry moved to re-authorize the Nuisance Review Committee for 2014. Councilmember Allen seconded the motion. Discussion followed.

Action B-1) to Table the discussion on the Nuisance Review Committee to early January 2014

Councilmember Burke moved to table. Councilmember Fredricks seconded the motion. Discussion followed to bring it back to an early January 2014 meeting with the rest of the committee lists.

Vote: 6-0 Yes: Allen, Burke, Fredricks, McCall, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd

Motion passed unanimously.

Planning

- U. Project Status and Completion Report
 1. Discussion ensued about public outreach

Fire

- V. October, 2013 Monthly Report

Budget Workshop

1. Ordinance No. 1287 – proposed Final Budget
2. Mayor Laseke reported on the \$80k cuts requested by the council
3. Items discussed-
 - a. \$39,943 is an excess amount committed for the building department for 2015 relating to the Woodland High School project

Proposed cuts:

- b. Records storage trailer. City records are scheduled to be moved to City Hall/Fire Station so this expense will be eliminated in 2014.
- c. Elimination of the part-time clerk in Clerk-Treasurer Dept.
- d. Elimination of the Code Enforcement Officer
- e. Elimination of the WQCC participation
- f. Eliminate insurance claims/damages in Clerk-Treasurer Dept.
- g. Other cuts outlined in the memo
- h. Need to adopt the 2014 proposed budget presented by the mayor and the council can look at budget amendments in 2014 if needed

Action Ordinance No. 1287 – 2014 Final Budget (FINAL READING)

Councilmember Perry moved to adopt Ordinance No. 1287 that was approved on 1st reading for 2nd and Final Reading. Councilmember Swindell seconded the motion. Discussion followed. (does not include the \$80k cuts back to park.)

Vote: 3-3 Yes: Allen, Perry, Swindell; No: Burke, Fredricks, McCall

Abstained: None; Absent: Humbryd

Motion Failed by a Majority.

ADJOURNMENT

Councilmember Burke moved to adjourn. Councilmember Allen seconded the motion.

Vote: 6-0 Yes: Allen, Burke, Fredricks, McCall, Perry, Swindell; No: None

Abstained: None; Absent: Humbryd

Motion passed unanimously.

Grover B. Laseke, Mayor

Minutes approved: _____

Attest:

Mari E. Ripp, Clerk-Treasurer

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