

May 13, 2013

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: May 20, 2013

Attest:

Mari E. Ripp, Clerk-Treasurer

These minutes are not a verbatim record of the proceedings.