

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

<b>Agenda Item:</b> Approval of minutes of January 15, 21, 25 and 27, 2014.	<b>Agenda Item #:</b> <u>( B) Consent</u>
	<b>For Agenda of:</b> <u>02/03/2014</u>
	<b>Department:</b> <u>Clerk/Treasurer</u>
	<b>Date Submitted:</b> <u>01/29/2014</u>

<b>Cost of Item:</b> _____	<b>BARS #:</b> _____
<b>Amount Budgeted:</b> _____	<b>Description:</b> _____
<b>Unexpended Balance:</b> _____	

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

**Committee Recommendation:** n/a

<b>Agenda Item Supporting Narrative (list attachments, supporting documents):</b> January 15, 2014 – Special meeting - WQCC January 21, 2014 - Regular meeting January 25, 2014 – Special meeting – Retreat January 27, 2014 – Special meeting – Workshop
<b>Summary Statement/Department Recommendation:</b> Recommend approval.

January 15, 2014

**DRAFT**

The SPECIAL Joint Meeting of the Woodland Quality Community Coalition (WQCC)- Woodland City Council, Woodland School District and Port of Woodland was held on the above date at the Woodland Police Station, Council Chambers, 200 E. Scott Avenue, Woodland. The meeting was called to order at 6:00 p.m. by Mayor Grover Laseke.

**WQCC-Woodland Quality Community Coalition**

**Mission Statement** – *Community stakeholders promoting common values, visions & goals for Woodland and the Lewis River Valley.*

**City of Woodland**

Mayor Grover Laseke  
Councilmember Marshall Allen  
Councilmember Jennifer Heffernan  
Councilmember Susan Humbyrd  
Councilmember Marilee McCall  
Councilmember Scott Perry  
City Planner Amanda Smeller  
Clerk Treasurer Mari Ripp

**Woodland School District**

Superintendent Michael Green  
Boardmember Tina Cayton  
Boardmember Janice Watts

**Port of Woodland**

Executive Director Nelson Holmberg  
Commissioner Jerry Peterson  
Commissioner Dale Boon

**Cowlitz County**

None

**CWCOG**

Executive Director Scott Patterson

**OPENING REMARKS by Mayor Grover Laseke**

Introductions

Scott Patterson, CWCOG Executive Director, facilitated the meeting.

**WORKSHOP**

Discussion on meetings

a. Meeting format, content, etc.

➤ What does everyone want to see at the quarterly meetings? Agenda?

It was discussed to continue to occasionally have topical agendas and that the hosting entity would set the agenda. Items suggested were:

1. Entity priorities for legislators (October 2014 meeting topic)
2. Marijuana issue and a possible regional meeting.
3. CWCOG update
4. Dike re-certification (April 2014 meeting topic)
5. Floodplain maps (April 2014 meeting topic)
6. Shoreline plan
7. Port update on projects (July 2014 meeting topic)

- b. Mission & Purpose
- c. Goals/Priorities of WQCC
- d. Discussion on After Hours for 2014
  - Should we have a logo? Banner?
  - Should we promote the WQCC outside?
  - How can entities get more involved in planning the event?
  - Should we continue hosting it in November?
  - What does everyone want to see at the event? Agenda?

It was discussed and consensus was to continue to have each entity participate, but maybe use all the logos on combined signage or similar information and flyers. To show unified participation of all the entities.

- e. Other events

### **Updates from Entities:**

#### **Woodland Public Schools**

Maintenance & Operation levy ballots are being sent out.

High School construction is underway.

Yale gym remodel is complete.

Classification to 2A.

#### **Port of Woodland**

Incubator Park award pending for agreement with Hanson Design for Feasibility Study with HDJ Design Group from Vancouver. Grant applications and funding for final engineering for this project.

Boat launch project. Accepting applications from firms for environmental, permitting and engineering.

Employee handbook update.

Port Policy on marijuana and tenant properties.

#### **City of Woodland**

Scott Avenue Crossing project

Police Chief Rob Stephenson retirement and recognition ceremony January 21<sup>st</sup>

Police Chief meet the candidates forum on January 30<sup>th</sup>; Interviews on January 31<sup>st</sup>

Dedication ceremony on January 6<sup>th</sup> for new Police Station

Economic Development grant opportunity from Cowlitz County

New councilmember Jennifer Heffernan began on January 1<sup>st</sup>

Councilmember Marilee McCall was elected Mayor Pro Tem

#### **CWCOG**

Leadership of Councilmember Susan Humbyrd and 2014 Chair is Nelson Holmberg.

Economic Development and entities. Wahkiakum Co. is going to be participating. Five year

planning is underway. Projects: Incubator project in Woodland; Other projects in Cowlitz and

Lewis and newly joined Wahkiakum Co.; Scott Avenue Project and technical advisory; SR502 Rail and Highway re-alignment project; Twenty year Metropolitan and Regional Transportation Plan; updating Human Services Transportation Plan; Corridor Management Plan.

**FUTURE MEETING SCHEDULE**

April 16, 2014, hosted by Woodland Public Schools  
July 16, 2014, hosted by Port of Woodland  
October 15, 2014, hosted by the City of Woodland  
November, 2014, WQCC host at Chamber After Hours Event

**ADJOURNMENT**

The meeting was adjourned at 7:42 p.m.

\_\_\_\_\_  
Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

Attest: \_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

*These minutes are not a verbatim record of the proceedings.*

**January 21, 2014**

**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 Jennifer Heffernan  
Councilmember Al Swindell  
Councilmember Marilee McCall  
Councilmember Marshall Allen  
Councilmember Susan Humbryd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

**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**

None.

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

**Noel Johnson**, PO Box 1955, Woodland-complimented retiring Chief Stephenson.

**PRESENTATIONS**

▪ **Certificate of Recognition – Rob Stephenson, Police Chief, 28 years of service**  
Mayor Laseke presented a Certificate of Recognition to Rob Stephenson who is retiring effective January 31, 2014.

▪ **Paul Anderson – Proposed Golf Cart Zone/Use of electric golf carts on city streets**  
Mr. Anderson, resides at Oaks Trailer Park, Woodland. He explained the proposal to have a Golf Cart Zone in the City of Woodland. His wife is disabled and she, and other persons, would benefit from having the independence, freedom and mobility by the use of a golf cart. It is allowed per RCW 46.08.175 and currently the City of Spokane, some cities in Arizona and California, have enacted this legislation.

**Action I) To set a workshop on Golf Cart Zone**

Councilmember McCall moved to set a workshop date on this matter, subject to getting required information from the Planning Department. Councilmember Fredricks seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

### **AGENDA APPROVAL**

Councilmember Fredricks moved to approve the Consent Agenda and hold an Executive Session prior to Action Items, to evaluate the qualifications of an applicant for public employment (Police-Acting Chief). Councilmember McCall seconded the motion.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

### **PUBLIC HEARING**

**Ordinance No. 1291 – extending the moratorium on Collective Gardens (Marijuana).**

The Public Hearing was opened at 7:27 p.m. No testimony was received.

The Public Hearing was closed at 7:28 p.m.

### **REPORTS OF CITY OFFICERS (Limited)**

- Mayor
- Mayor recommends appointment of Sergeant Brad Gillaspie as Acting Police Chief for 45-60 days effective Feb. 1, 2014
  - 1/25/2014 Council Retreat 8:00 a.m. to 3:30 p.m.; Facilitator is Lloyd Halverson
  - Arts Commission vacancy
  - Res. 635 re: Committee Assignments
    - CWCOG 2014 Susan Humbyrd Rep and Al Swindell alternate rep
  - Special meeting Workshop January 27, 2014 7:00 p.m.
    - a. Personnel Policy updates
    - b. Salary Study for Exempts
    - c. Report on Nuisance Abatement Committee
    - d. Department reports
    - e. 2014 Budget Cuts Impact Report
    - f. Waste Control proposed rate increase
  - Request from Columbia River Carbonates for support of the marine terminal and request for city support

### **Action M) Cowlitz Wahkiakum Council of Governments (CWCOG) 2014 Representative and Alternate**

Councilmember McCall moved to confirm appointment of Susan Humbyrd as CWCOG Rep for 2014 and Al Swindell for alternate representative. Councilmember Perry seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

**Action N) To have Mayor write a letter of support for Columbia River Carbonates marine terminal project**

Councilmember Perry moved that Mayor write a letter indicating support of the Columbia River Carbonates marine terminal and city support. Councilmember Swindell seconded the motion. Discussion ensued.

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

Abstained: None; Absent: None

Motion passed unanimously.

**CONSENT ITEMS**

- A. Clerk-Treasurer - Claims voucher warrants number 45916 through 45917 and 45919 through 45979 for the month of December 2013 in the amount of \$174,471.58 this 21<sup>st</sup> day of January 2014; and Claims voucher warrants number 45918 and 45980 through 46017 for the first half of the month of January 2014 in the amount of \$122,520.03 this 21<sup>st</sup> day of January 2014
- B. Clerk-Treasurer - Approval of minutes of January 6 and 13, 2014
- E. Public Works - Authorize Mayor to sign Employment Agreement with Webb Wilbanks, Building Official (full time)
- F. Clerk-Treasurer - Approval of voided warrants not reissued as of 12/31/2013

Councilmember Fredricks moved to approve the Consent Agenda with item C and D removed. Councilmember Humbryd seconded the motion.

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

Abstained: None; Absent: None

Motion passed unanimously.

**ACTION ITEMS**

**C. Resolution No. 636-Policy and Procedure on Disposal of Surplus Property**

Councilmember Fredricks moved to approve Resolution No. 636-Policy and Procedure on Disposal of Surplus Property. Councilmember McCall seconded the motion. Discussion followed.

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

Abstained: None; Absent: None

Motion passed unanimously.

**D. Resolution No. 639- Declaring items surplus and authorizing sale**

Councilmember Swindell moved to approve Resolution No. 639-Declaring items surplus and authorizing sale. Councilmember Allen seconded the motion. Discussion followed.

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

Abstained: None; Absent: None

Motion passed unanimously.

## EXECUTIVE SESSION

### 1. Personnel Matter/Appointment of Acting Police Chief

The Mayor announced at 8:16 p.m. that the council will recess for 5 minutes and then move into Executive Session for 15 minutes. The council moved into Executive Session. At 8:48 p.m. the City Attorney announced the council will be extending the Executive Session for 10 additional minutes. At 8:57 p.m. the City Attorney announced the council will be extending the Executive Session for 5 additional minutes.

The council returned to regular session at 9:05 p.m.

### G. Mayor - Confirm appointment of Brad Gillaspie as Acting Police Chief

Councilmember Allen moved to confirm appointment of Brad Gillaspie as Acting Police Chief effective February 1, 2014 up to 60 days, at the salary of \$6,829/month (Step 4).

Councilmember Perry seconded the motion. Discussion followed.

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

Abstained: None; Absent: None

Motion Passed.

### H. Public Works - Authorize Mayor to sign Interagency Agreement with DNR for maintenance project at Scott Hill Park

Councilmember Humbryd moved to authorize Mayor to sign Interagency Agreement with DNR for maintenance project at Scott Hill Park. Councilmember Allen seconded the motion.

Discussion followed.

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

Abstained: None; Absent: None

Motion passed unanimously.

### I. Clerk-Treasurer - Ordinance No. 1290-2013 Budget Amendments (Final Reading)

Councilmember Swindell moved to adopt Ordinance No. 1290-2013 Budget Amendments (Final Reading). Councilmember Fredricks seconded the motion.

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

Abstained: None; Absent: None

Motion passed unanimously.

### J. Planning - Ordinance No. 1291-Collective Gardens Moratorium (Final Reading)

Councilmember Perry moved to adopt Ordinance No. 1291-Collective Gardens Moratorium (Final Reading). Councilmember Swindell seconded the motion. Discussion followed.

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

Abstained: None; Absent: None

Motion passed unanimously.

K. Fire - Authorize payment to Pilar Vaile for arbitration re: Nick Maunu and authorize 2014 budget amendment

Councilmember Swindell moved to authorize payment in the amount of \$6,121.75 to Pilar Vaile for arbitration re: Nick Maunu and authorize 2014 budget amendment. Councilmember Allen seconded the motion. Discussion followed.

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

Abstained: None; Absent: None

Motion passed unanimously.

**ADJOURNMENT**

Councilmember Humbyrd moved to adjourn the meeting. Councilmember Allen seconded the motion. All: Yes.

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

Abstained: None; Absent: None

Motion passed unanimously.

The meeting was adjourned 9:23 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*

**January 25, 2014**

**DRAFT**

The SPECIAL Meeting/Retreat 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 Special meeting was called to order by Mayor Grover Laseke at 8:05 a.m.

**PRESENT:** Councilmember Jennifer Heffernan  
Councilmember Al Swindell  
Councilmember Marilee McCall  
Councilmember Marshall Allen  
Councilmember Susan Humbryd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

**FACILITATOR:** Lloyd Halverson, Retired Camas City Administrator

**STAFF:** Clerk Karla Hiler

#### **AGENDA APPROVAL**

The Agenda was passed out and discussed. The Council added the Clerk-Treasurer Dept. Efficiency study to the agenda in the area of mid-term goals. No other changes made.

Introductions and sharing about the councilmembers were held.

The council recessed at 9:45 a.m. to 9:55 a.m.

#### **2013 CITY GOALS**

Mayor Laseke gave a report on the status and progress on the 2013 city goals. Discussion ensued.

The council recessed at 12:00 p.m. to 12:30 p.m. for lunch.

#### **DEVELOPING FUTURE OF THE CITY**

##### **PLANNING/VISION EXERCISE**

Lloyd Halverson, Facilitator, led the planning portion of the retreat. He went into a discussion about the vision, authority and resources the council has to get the work done. He discussed how the council could put it into place through an exercise, and the council broke into two groups. The exercise was scheduled to last approximately 30 minutes.

Question: What will our vision for the city in 20 years? The Council broke into two groups to come up with a vision statement. The groups came back together at 1:50 p.m. to report back on their vision.

**MAJOR GOALS OF THE CITY**

At 2:05 p.m. the group started to work on major goals. A draft list was developed. Mayor Laseke will put the list into a document to be distributed to the Council Members for comment. The list can then be adopted at a future regular city council meeting.

**CLERK-TREASURER EFFICIENCY STUDY**

Discussion ensued about Clerk-Treasurer Efficiency Study issue. Extensive discussion ensued and at the conclusion of the discussion the Council Members said they felt they could put the matter behind them.

**ADJOURNMENT**

The meeting was adjourned 3:25 p.m.

\_\_\_\_\_  
Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

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**January 27, 2014**

**DRAFT**

The SPECIAL 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 Special meeting was called to order by Mayor Grover Laseke at 7:00 p.m.

**PRESENT:** Councilmember Jennifer Heffernan  
Councilmember Al Swindell  
Councilmember Marilee McCall  
Councilmember Marshall Allen  
Councilmember Susan Humbryd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

**ABSENT:** None

**STAFF:** Clerk-Treasurer Mari Ripp  
Community Development Planner Amanda Smeller  
Fire Chief Dennis Mason (came late, left early)

**Mayor**

- A. **2014 Budget Cuts Impact Report** – will be given at February 24<sup>th</sup> workshop
- B. **Salary Study for Exempts** SP MM Council asked the Mayor and Staff to come back with 1) Bring a smaller list of cities that are closer in population to Woodland 2) Look at closer job match to our city positions 3) Bring back a plan to implement over a period of time/staggered approach 4) Bring back with how to fund the increased costs
- C. **2014 Council workshop meetings** – Review Resolution No. 635  
Discussion on 1) number of extra meetings and cost vs. staff costs 2) efficiency of workshops vs. monthly committee meetings 3) preparation of packet materials 4) consolidation of certain committees 5) structure of workshop meetings and content 6) reporting template 7) other housekeeping items;  
Referred back to staff.

Recessed at 8:12 p.m. to 8:17 p.m.

- D. **Committee assignments 2014 and Review Resolution No. 635**  
Referred to February 3, 2014 to adopt an amended resolution (to extend through June 30<sup>th</sup>) and committee assignments (extend to December 31<sup>st</sup>).
- E. **Personnel Policy updates to Ordinance No. 1184**  
Memo from Mayor Laseke dated January 23, 2014 and November 22, 2013, list of Personnel Policy suggested changes in priority order (dated February 4, 2013).
  - Section 9. Hours of Work; Alternative Work Schedule, Flex time, Administrative Time
  - Section 13. Vacation Accrual, Use and Cash out
  - Section 10. Sick Leave –Maximum Accrual
  - Employee / Volunteer Recognition Program

Referred to HR Committee (date TBD) to review and make a recommendation and report back at the next workshop on February 24<sup>th</sup>. (HR/Gov Committee: Councilmembers Humbyrd, McCall and Heffernan).

## Department Reports

### F. Clerk-Treasurer

1. Department Summary report
2. Financial Report – December 31, 2013 preliminary report will be presented at February workshop, as the open period for final December 31, 2013 vouchers were approved at the January 21<sup>st</sup> council meeting
3. Humane Society of Cowlitz County 2013 Report
4. Set for 2/3/2014 Action: Special Event applications
  - 4/19/2014 Community Easter Egg Hunt at Horseshoe Lake Park by Woodland Moose (*Note corrected date from 4/20 to Saturday 4/19*)
  - 5/9&10/2014 Kids Fishing Derby at Horseshoe Lake Park by Woodland Moose
  - 9/20&21/2014 Newfoundland Water Rescue Trials at Horseshoe Lake Park by Pacific NW Newfoundland Club
  - 12/6/2014 Winter Fest at Hoffman Plaza/Horseshoe Lake Park by Woodland Moose
5. AWC Retro Refund and Annual Performance Report  
The Council commended employees for achieving a low loss ratio and keeping costs down.
6. Water/Sewer Rate Increase summary report/examples residential & commercial
7. Utility Bill adjustments (leaks) >\$1,000 report
8. Online payments / e-bills will be presented at February 24<sup>th</sup> workshop

### G. Police

1. Chief hiring status report

### H. Public Works (Bart Stepp, Public Works Director was absent, so Mayor presented the report)

1. Department Summary Report
2. Waste Control proposed rate increase
3. Report on Ad Hoc Code Enforcement Review Committee (from May 6, 2013 council directive)
4. Downtown hanging flower baskets
5. Hillshire Street and children darting out on street

### I. Planning

1. Department Summary Report
2. Joint City Council/Planning Commission meeting will be held February 10, 2014 7:00 p.m.

### J. Fire

February 25<sup>th</sup> will have a Regional Fire Authority (RFA) kick off meeting

**ADJOURNMENT**

Humbryd moved, seconded by Fredricks, to adjourn.

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

Abstained: None; Absent: None

Motion passed unanimously.

The meeting was adjourned 9:02 p.m.

\_\_\_\_\_  
Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

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