

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

<b>Agenda Item:</b> Approval of minutes of February 18 and 24, 2014.	<b>Agenda Item #:</b> ( B) Consent
	<b>For Agenda of:</b> 03/03/2014
	<b>Department:</b> Clerk/Treasurer
	<b>Date Submitted:</b> 02/19/2014

**Cost of Item:** \_\_\_\_\_  
**Amount Budgeted:** \_\_\_\_\_  
**Unexpended Balance:** \_\_\_\_\_

<b>BARS #:</b> <b>Description:</b>
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**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /  
**Committee Recommendation:** n/a

<b>Agenda Item Supporting Narrative</b> (list attachments, supporting documents): February 18, 2014 – Regular meeting February 24, 2014 – Special meeting / Workshop
<b>Summary Statement/Department Recommendation:</b> Recommend approval.

**February 24, 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 Benjamin Fredricks  
Councilmember Scott Perry

**ABSENT:** Councilmember Susan Humbryd

**STAFF:** Clerk-Treasurer Mari Ripp  
Public Works Director Bart Stepp  
Community Development Planner Amanda Smeller  
Police Chief Brad Gillaspie  
Fire Chief Dennis Mason

**PRESENTATION:** Invoice Cloud – online payments and e-bills, Connie Hobbs

**Mayor**

- A. **\*Personnel Policy updates-** *(continued from 1/27/2014 workshop; possible action 2/24/2014)* The HR/Gov Committee gave a report on the committee recommendation. It will be on the March 24, 2014 workshop agenda for council discussion and possible action.

**Employee/Volunteer Recognition Program.** The HR Committee had a question on this section and the Sub-Committee version. Councilmember Fredricks stated that his intent was to strike language was under the Employee/Volunteer Recognition Program awards portion (pins, clothing, gift certificates), not the “Employee” portion of the section.

**Administrative Leave.** Discussion ensued relating to the Exempt Administrative Leave of 96 hours annually. The council requested comparative information on Admin Leave, Sick, Vacation.

- B. **\*Salary Study for Exempts** *(continued from 1/27/2014 workshop; possible action 2/24/2014)*

**Mayor Laseke** reported that at the January 27<sup>th</sup> workshop staff was asked to come back with cities that were more similar in size, and like positions. He noted that Police Chief position is easier to compare for a like position, but with Public Works Director it gets cloudier, and other positions even cloudier. The names may not be the same i.e. City Clerk/Finance Director is now being used for Clerk/Treasurer. He said that the City of Woodland Department Heads are at the upper end of responsibilities in comparison. The comp’s used this time were Black Diamond, Brier, Chehalis, Gig Harbor, Kelso, La

Center, Poulsbo, Ridgefield, Shelton, Toppenish and Yelm. These are most like our city in population and positions. We averaged the information and this is what was used to make the recommendation for the revised salary step plan to the city council. We need to be fair to employees, retain them, reward them and pay them for the responsibilities, be fair and equitable. Over the years some Department Heads salaries were raised, some were not. This is the first time in a number of years that a comprehensive review of exempt employees has been done. When we researched the method of the local surrounding cities, they did not use a consultant, but used the AWC Salary Survey, which we also did.

Mayor Laseke summarized that the council wants 1) total package comparison 2) legal opinion of those employees that have the 96 hrs and if their raise can be reduced 3) phasing it in over a 2-3 year period. This will be brought back on March 24<sup>th</sup>. Councilmember Fredricks-wanted to clarify that the sick pay of 1,600 hrs can be reduced and admin 96 hrs benefits can be taken away in exchange for pay.

Recess at 8:47 p.m. to 8:55 p.m.

- C. **Economic Development Survey**
- D. **Cowlitz County Department of Emergency Management Report**
- E. **Property purchase at 762 Park Street** (lot next to Library)  
Mayor asked the council if they were interested in acquiring the property or moving further on this? Discussion about discussing the price in Executive Session. Council concurred to have staff put together some options and bring it back later.
- F. **2014 Budget Cuts Impact Report** –Clerk Treasurer and Parks  
Mayor will place the Clerk portion on the agenda for the March 3<sup>rd</sup> meeting for the council to review it further. Bart Stepp, Public Works Director presented the Park Budget additions.
- G. **\* Action 3/3/2014 City Attorney contract renewal**
- H. Mayor will have information on the **Police Training issue** for the March 3<sup>rd</sup> council meeting and approval at the March 17<sup>th</sup> council meeting.
- I. **Police vehicle purchase** for action at the March 3<sup>rd</sup> council meeting.

#### **Department Reports**

- J. **Fire**
  - 1. Department Summary Report
- K. **Clerk-Treasurer**
  - 1. Department Summary report
  - 2. 12/31/2013 Preliminary Financial Report
  - 3. \*Final 2013 4<sup>th</sup> Quarter Reports will be presented 3/3/2014
  - 4. \*Action 3/3/2014 - Special Events
    - a. Planters Days Committee-Planter's Days 2014

- b. Woodland Volunteer Fire Association-Planters Days Carnival & BBQ at Horseshoe Lake Park
- c. Antique Fire Truck show & Community Safety fair – August 9<sup>th</sup> at Horseshoe Lake Park
- 5. \*Ordinance No. 1294-Interfund loan from 422 Sewer Utility Reserve to 427 CERB Loan-Sewer
- 6. \*LGIP Agreement amending current agreement

**L. Police**

- 1. Department Summary Report
- 2. \*Action 3/3/2014 - Ordinance No. 1292 – Misuse of 911
- 3. \*Action 3/3/2014 - Ordinance No. 1293 – amending WMC re: animals
- 4. \*Action 3/3/2014 – Ordinance No. 1294 – Intersection avoidance

**M. Public Works**

- 1. Department Summary Report
- 2. \* Action 3/3/2014-Liberty Evans-Landscape maintenance agreement for City right-of-way along Dike Access Road

**N. Planning**

- 1. Department Summary Report
- 2. Comprehensive Plan Update

**ADJOURNMENT**

Councilmember Swindell moved to adjourn. Councilmember Allen seconded the motion.  
 Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Fredricks, Perry; No: None  
 Abstained: None; Absent: Humbyrd  
 Motion passed unanimously.  
 The meeting was adjourned 9:54 p.m.

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

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

Attest:

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

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

**February 18, 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 Humbyrd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

**ABSENT:** Acting Police Chief Brad Gillaspie

**STAFF:** Deputy Clerk-Treasurer Gina Anderson  
City Attorney William Eling  
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**

None

**PRESENTATIONS**

None

**AGENDA APPROVAL**

Councilmember Humbyrd moved to approve the Agenda. Councilmember Allen seconded the motion

Vote: 6-1 Yes: Swindell, McCall, Allen, Humbyrd, Fredricks, Perry; No: Heffernan

Abstained: None; Absent: None

Motion Passed.

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## REPORTS OF CITY OFFICERS (Limited)

- Mayor
  - "State of the City" Report
  - Possible dates for City photos/ID badges – March 3rd or 17th, 2014
  - Scott Avenue Reconnection Project Presentation by Berger ABAM on agenda for March 31, 2014
  - Natural Disaster Awareness for Community Leaders on March 19, 2014
  - Recommendation for workshop in March
- Clerk-Treasurer
  - Notice of Garbage/Recycling Rate increase effective April 16, 2014 (June 2014 Utility billing)
  - February 24, 2014 Special meeting/workshop (with possible action) 7:00 p.m.
    - Agenda items so far include:
      - a. 12/31/2013 Financial report (Preliminary)
      - b. Department Reports
      - c. Invoice Cloud presentation on online payments/Utility e-bills
      - d. Exempt Salary Study
      - e. Personnel Policy update (HR Committee report)
      - f. 2014 Budget Cuts Impact Statement

Councilmember Fredricks inquired if there could be a discussion on police training at the next workshop meeting.

Mayor Laseke responded he has asked Acting Police Chief Gillaspie to prepare a report.

## CONSENT ITEMS

- A. Clerk-Treasurer
  - Approval of Claims voucher warrants number 46069 and 46140 for the first half of the month of February 2014 in the amount of \$231,137.82.
- B. Clerk-Treasurer
  - Approval of minutes of February 3 and 10, 2014

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

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

Abstained: None; Absent: None

Motion passed unanimously.

Councilmember Fredricks inquired if there could possibly be action after the executive session if Council requested action.

Mayor Laseke responded that the Council can take action after the executive session if it is announced before the executive session. Mayor Laseke announced possible action after the executive session.

Councilmember Heffernan asked for assurance that what was said in executive session stayed in executive session.

Council recessed at 7: 34 p.m. and reconvened at 7:40 p.m.

The council moved into Executive Session at 7:40 p.m. for thirty minutes.

**EXECUTIVE SESSION**

1. Personnel matter – Qualifications for Public Employment

At 8:10 p.m. Mayor Laseke announced ten more minutes of executive session.

At 8:20 p.m. Mayor Laseke announces ten more minutes of executive session.

The council moved back into regular session at 8:32 p.m.

**ADJOURNMENT**

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

The meeting was adjourned 8:33 p.m.

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Grover B. Laseke, Mayor

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

Attest:

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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*