

## January 27, 2014

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.

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Grover B. Laseke, Mayor

Minutes approved: February 3, 2014

Attest:

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Mari E. Ripp, Clerk-Treasurer

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