

**CITY OF PACIFIC
CITY COUNCIL**

**WORKSHOP MEETING
September 4, 2012**

**Council Chambers
City Hall, 6:30PM**

MEETING MINUTES

1. CALL TO ORDER

Leanne Guier called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. ROLL CALL

Tren Walker
Leanne Guier
James McMahan
Josh Putnam
John Jones
Gary Hulsey
Clint Steiger

Councilmember Guier states Councilmember Putnam and McMahan will be late to the meeting. Councilmember Jones is absent.

Staff present: Angelica Solvang, Betty Garrison, Gerina Dahl, Sheryl Finwall and Lt. Massey.

3. CHANGES/ADDITIONS TO WORKSHOP AGENDA

1. Councilmember Steiger added the topic: West Valley Hwy. Speed Limit as Item N.

4. AGENDA ITEMS

A. Medical Marijuana Collective Gardens Public Hearing -

Public Hearing is open at 6:32 p.m. Councilmember Guier states there is not any staff present to give a report. Councilmember Guier asks Howard Gustafson, member of the Planning Commission if he has a report. Howard stated the Planning Commission discussed the issue which has not gone anywhere due to various opinions of the Planning Commission members and he believes the City should be drafting something that should go along with what is happening in the State of Washington. Councilmember Guier stated the there are two separate issues; the dispensary and the collective gardens. Councilmember Guier is concerned that they can only extend this once and there are no documents from the Planning Commission for Council to review. Councilmember Walker states he recalls Council was discussing following the City of Edgewood's Ordinance at prior meeting discussions. Councilmember Hulsey is in favor of adopting an Ordinance similar to the City of Edgewood. Howard Gustafson states that the majority of the Planning Commission is in favor of adopting the Ordinance from the City of Edgewood and they would like to see this pass as this cannot be extended. Councilmember Guier asks the audience if they would like to speak.

Warren Williams, 200 3rd Ave SW – Stated this can be a good thing if it is handled right and very cautiously. The state will introduce permits to be able to grow your own garden soon.

Don Tompson, 416 2nd Ave SE – Not against it but against it being uncontrolled.

Gary Nitschke, 113 3rd Ave SE – Is opposed to the collective gardens.

Jerry Eck, 411 W. Valley Hwy – Is against it and recommends adopting the Ordinance similar to the City of Edgewood.

Public hearing closed at 6:46 p.m.

B. Comprehensive Plan Change On Megan’s Meadows Property -

Councilmember Guier commented to Council that the City does not have staff working on this issue to bring it forward. Present is Mark Hancock who is the Community Initiative Manager for Habitat For Humanity. Mark states there is a 2 page staff report on this proposal. Habitat For Humanity owns a piece of property on the corner of Skinner and 1st Avenue. They would like to take those lots and turn them into duplexes. They plan to work with the City on doing a zoning change and development agreement. Their mission is to provide affordable housing to low income buyers. There are currently two Habitat For Humanity homes in Pacific. Councilmember Guier states the Planning Commission had asked if there will be a home owners association. Mark replied that to some owners that would be burdensome and there is a lot of paperwork. Councilmember Hulsey asked if there is only one water meter per lot. Mark replied there would be one meter for both units. Mark states he does have more proposed materials that he can present in the future. Howard Gustafson states last Tuesday night two people voted to bring this item forward to Council; one voted against and one abstained. Howard is in favor of Habitat For Humanity but questioned whether Skinner Road is wide enough for any extra people that would be coming in. Councilmember Guier is concerned that there is no staff in the Planning Department to bring the proposal forward.

C. Business License Service -

Gerina Dahl, Utility Consultant for The City of Pacific states that this item was discussed with the Finance Committee. This is a service that the State provides that allows the city businesses to apply online and the State manages the licensing for us. The savings is \$4,400 dollars and it will free up staff time. The way BLS works is it is a State run organization and is web based. The BLS will handle all the applications, past due process and mailings and is free to the City. The City would loose about \$700 in past due fees which the State keeps and the credit card fees which they charge is at 2 ½ percent. All the documents and reports would be online for staff with security access to retrieve. Gerina is concerned that staff not tracking non-profits which she recommends. The Pacific Municipal Code would need to be modified for new language on home based businesses. Currently, the code states if a business has two or more businesses on the same lot, they only have to apply for one license. The State requires separate licenses if the UBI number is different.

Council Comment: Councilmember Putnam states in the past there was issue with the State sending Business And Occupation tax to the wrong jurisdiction; would the State do a better job of who’s supposed to obtain a City license. Gerina states that the State statistics state they will increase the businesses by 15 to 38 percent. The City is migrating to a newer version of the current software and she has been negotiating with Springbrook to trade the Business License module for the Business and Tax module with \$2,300 in training cost. Councilmember McMahan asks if the State service is free service includes postage and their staff time. Gerina replies states yes and that the City would also realize savings in staff time as well. Gerina states the current businesses will receive several notices regarding the change.

Move it forward to the next Council Meeting.

D. Waiver Of Opdahl Penalties -

Gerina Dahl states there is a property that was sold on Pacific Avenue. The sale agreement between the buyer and seller did not include the utilities which are in the amount of \$5,134. The new owner is burdened with this amount and the City is not turning on the water. Gerina is requesting the City waive the penalties assessed to this property in the amount of \$2,377.86 on behalf of the owner. Council has approved waiver of penalties in the past.

Council comment: Councilmember Putnam asked if this was a private short sale, can the buyer go after anyone. Gerina stated the buyer and the seller both signed off on it. The owner has cleaned up the lot which was very filthy and unattractive in the City. Gerina states the City could offer to the new owner the ability to pay off the remaining debt in installments for 4 to 6 months and if the property owner did not stay current on his new bill then the City would reinstate all the late penalties. That plan does work well.

Move it forward to the next Council Meeting.

E. Springbrook Applications Update –

Gerina was successful in getting Springbrook to waive almost one thousand dollars in fixed fees in order for Springbrook to expedite fixes in the database instead of staff going in and manually cleaning up data. There is an opportunity to enhance our Business Permit application free of charge. This module manages building permits and all the inspections and steps in a permit type and run billings and reports. It also ties to the City's financials which currently they are not. The City would pay six thousand dollars in training and auditing which will happen after the migration. Gerina requests Council approval to move forward on this item in order to secure this opportunity for the City.

Council Comment: Councilmember McMahan would like to hear from the permitting staff, Wanda Flarity, next Monday evening and hear her impression of the module. Gerina states Springbrook could provide a demo of the module to the staff.

Move it forward to the next Council Meeting.

F. AHBL Agreement (Preliminary) -

Mayor Sun met with AHBL a couple of days ago and discussed the problems at hand and the man power that's needed. Mayor Sun stated Sean agreed to provide the Public Works Engineer, Planner and Parks person for on call services. The agreement is temporary from the day it is effective until December 2012. The preliminary copies will be discussed with the Public Works Committee tomorrow night. He wanted to let the Council know they are working on it. It is a preliminary agreement and when finalized, Council will be notified before the next meeting.

Council Comment: Councilmember Walker asks if AHBL is working as a Public Works Director, Engineer and Planner currently. The Mayor states they are at a rate of \$165.00 per hour on an on call basis but has not done any work yet; only on the Abernathy project which is part of the contract the City signed with them previously. The Mayor will bring one overall contract that AHBL will be on call. Councilmember Guier is concerned of trying to come up with a contract on an on call basis and AHBL being a department head for Public Works. Councilmember Walker asks the Mayor if he sees AHBL's role as a Public Works director being a conflict of interest since the Public Works director decides who wins engineer contracts. The Mayor replied he will ask Sean that question.

Move it forward to the next Council Meeting.

G. City Of Pacific Organizational Chart -

Councilmember McMahan asks who Bob Rakos is. The Mayor states he is a retired Engineer from Boeing and thinks Mr. Rakos would be good in the City Administrator position as he is very knowledgeable on RCW's and City Ordinances which he has been studying for the last 20 years. Councilmember McMahan is concerned that the Mayor has listed a specific individual in the position and the Mayor has pre-determined who would be in that position. Mayor Sun stated he put Mr. Rakos in the chart as an example, however he will advertise for it. Councilmember Walker asks the Mayor if the organizational plan meets the requirements of the insurance company. Mayor Sun states he sent this plan this morning to Phil and has asked him to review it. Councilmember Putnam states several of position is specifically defined in Pacific Municipal Code as direct employees and not contract positions; he asks the Mayor is he has language that would modify the Pacific Municipal Code. Mayor Sun states he does. Mayor Sun stated he presented this organizational chart for their information to give the Council an idea of his plan for his organizational chart.

H. Human Services Director Job Description/Fill Position –

Sheryl Finwall states the job description is from the City and the position is already in the Pacific Municipal Code. If she stays with the City, she would rather not be in the temporary position she is in now. Sheryl informed Council of recent re-organization being worked on with the Human Services Committee. Councilmember Guier is not comfortable with moving this item forward at this time.

I. Community Services Assistant Job Description –

Sheryl Finwall discussed changes to the job description. She has met with the committee who gave their suggestions to also add a new van driver/activities coordinator position. Sheryl reviews the hourly rates and expenses for both positions. For 2012 they would be under budget.

Council Comment: Councilmember Hulseley asked if the Union requires the van driver to be a Union member, how is back up transportation going to be provided. Sheryl states it is listed in the Community Services Assistant job description to provide back up services to the van driver. Sheryl states the Community Services Assistant position is already advertised and would like Council approval on the job description. Councilmember Guier states a budget amendment would need to be done.

Move it forward to the next Council Meeting.

J. Activities Coordinator Job Description –

Sheryl has reached out to the community and members have increased which added more shopping trips to get more use out of the van. Part of deal with King County Metro is the Senior Center is replacing the need for Access drivers.

Council Comment: Councilmember Hulseley is concerned that there have been complaints that Sheryl has not been accessible to the seniors and asked how she plans to improve her relationship with the seniors there. Sheryl states that she did tread lightly because change is hard. She is managing how involved she is directly in with the seniors since she is only in the position on a temporary basis. Since she is there only on a temporary basis, she is focusing on creating procedure manuals and other administrative duties. Sheryl will post her schedule on her door.

Move it forward to the next Council Meeting.

K. Finance Director Job Description/Fill Position –

Mayor Sun would like Council approval on the job description so he may move ahead and advertise for the position and get it permanent. Betty Garrison states there are four different descriptions on file so the one presented needs Council's approval. Councilmember Guier would like this to go to the Finance Committee before the next Workshop.

Move it forward to the next Council Workshop.

L. City Clerk Job Description/Fill Position –

Councilmember Walker asked where are the personnel management duties going and who will do those duties. Mayor Sun states when he completes his organizational chart, he will present that information. Councilmember Walker is concerned that the City Clerk position will be posted with the personnel aspect taken out and then the City would not have a personnel manager. Councilmember Steiger wants to follow due process in approving job descriptions.

Move it forward to the next Council Workshop.

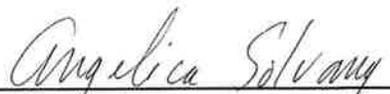
M. Council Committee Report On Recycling Processes –

Councilmember Guier stated that the committee has gone and toured the different recycling processes. Afterward they met to discuss the tour and the committee decided to put the issue on hold until the City has staff in place. Councilmember Guier would like to revisit the issue in January 2013. Councilmember Putnam stated the committee does not want to make amateur changes in this complex set of regulations and wants someone with expert background in this area to discuss the issues with.

N. Speed Limit On West Valley Hwy -

Councilmember Steiger understands the City of Algona has made a change to the speed limit on West Valley Hwy to 25 mph. He states that Jerry Eck had an independent study completed and suggests the City uses his study to save expense. Councilmember Putnam recommends sending this issue to the Public Works Committee. Councilmember Steiger inquires if the City owns the three properties on the west side of Valentine Avenue. Councilmember McMahan recalls that the City paid taxes to prevent Pierce County taking over the properties; however the City does not own them. Betty Garrison states Ken Luce was to start the foreclosure proceedings. Mayor Sun left the meeting at 8:52 p.m. Councilmember Guier states that Council has signed the Writ which will be filed tomorrow morning.

5. ADJOURN - The meeting was adjourned at 8:54 p.m.


Angelica Solvang, Interim City Clerk