

**WORKSHOP MEETING
April 2, 2012**

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

MEETING MINUTES

1. CALL TO ORDER

Leanne Guier called the meeting to order at 6:35pm.

2. ROLL CALL

Tren Walker
Leanne Guier
James McMahan
Josh Putnam
John Jones
Gary Hulse
Clint Steiger - Absent

Staff present: Jane Montgomery, Lt. Massey, Maria Pierce and Ken Luce.

3. CHANGES/ADDITIONS TO WORKSHOP AGENDA

1. Pull item #H and move to the next council meeting.
2. Pull Item #J and move to the next council meeting
3. Added Executive session- to discuss John Calkins and contract for public works/clerical group expected to be out for 20 minutes.
4. James McMahan- update on constitution by Mr. Luce after item #K
5. Skillings and Connolly asked I to be pulled off – Back to the workshop.

4. AGENDA ITEMS

A. Interim City Treasurer Appointment – 6:39pm

Maria Pierce has given her notice to Mayor Cy Sun. April 13th is her last day. She thanked the Council for this opportunity. Part of her responsibility was to find someone who could quickly come on board due to critical work which needs to be done in her department. She Proposed to bring on an interim person for her position for approximately 6 months. This is a way for both parties to see if there is a fit. She was hired this way as well. Ms. Pierce introduced Betty Garrison. Ms. Garrison has over 15 years of Clerk/Treasurer experience. The auditor is confident in Betty. Originally she contacted Betty to provide additional help in the finance department. Then Ms. Pierce stated she was offered a position so now she is proposing that Ms. Garrison be offered an interim position as Treasurer. Ms. Garrison was introduced. She stated that she worked for the City of Roy for 11.5 years and then she worked for the City of Tenino where she managed staff and implemented a sewer project. Prior to that, she worked as an office manager for a trucking company, and she has been a bookkeeper. Ms. Garrison stated that she was born and raised in Alaska and likes Washington. She lives in Roy. Maria Pierce recommended that the City Council approve Betty Garrison as the interim Treasurer.

Action Taken: Move it forward to the special meeting tonight.

B. Ordinance No. 12-18XX – Amending PMC 14.48.110 – 6:47pm

Maria Pierce, the Finance Director spoke to the Council. This Ordinance amends Ordinance No. 12-1819, which changed the way the City calculated leak adjustments. However, during the change, the language that spoke to a 50% credit over the average consumption was inadvertently removed. Ms. Pierce and the Finance Committee recommend that the language reflecting a credit of 50% above normal consumption be added back to the Municipal Code. This is what this Ordinance would accomplish.

Action Taken: Move it forward to the next Council Meeting

C. Columbia Bank Additional Services Contract - 6:50pm

Maria Pierce, the Finance Director spoke to the City Council

She has been in discussion with Columbia Bank about a couple of services that they can offer the City that will assist with timeliness of daily deposits as well as protection from fraudulent check cashing. The first has to do with how deposits are currently made versus a service from the Bank which would enable the City to scan all check payments to the City and then have them immediately posted to the City's bank account.

The second is called Positive Pay. This service allows the City to download an electronic file off all checks issued by the City to the bank. The bank then verifies all checks that are presented for payment. This will help to eliminate fraudulent checks. The cost of the services was discussed. Positive pay is \$50 per month and the Daily deposit service is \$100 per month. There is a onetime setup fee of \$250 for the daily deposit service. This was discussed at a previous Finance Committee meeting as well.

Action Taken: Move it forward to the next Council Meeting.

D. Interlocal Agreement with Pierce County for On-Call Building Official Services - 7:01pm

Mayor Sun said when he went to Pierce county he talked to Mike Noot. The Mayor stated that they had agreed to \$35 an hour. They agreed not to increase the amount until they replaced the building official. The Mayor said Mr. Noot then sent a memo asking for more money. He did not respond because he thought it was too much money. He said now he is bringing the issue is coming to the Council. He is leaving it up to Council if he should sign it or not. Councilmember Jones wanted to know what the options were if the City did not have this agreement. The Mayor said he talked to various people who have retired and they said they would take over the post. He thinks he can get someone in for \$20 an hour. Councilmember Hulseley wanted to know if the Mayor had talked to any other city besides Pierce county, such as Milton or Edgewood. The Mayor said he had talked to Algona and Auburn. Councilmember Hulseley hoped the Mayor would check with Edgewood or Milton. Councilmember McMahan had concerns if the City did not sign the agreement as did Councilmember Jones and Putnam. Councilmember Putnam asked if the City should just use sign the agreement and continue to use the Pierce County employee until the Mayor hires someone. The Mayor said he plans on reducing the hours for the Pierce County down to 20 per week. The Mayor said he feels he will be able to go to the other cities for help as soon as he develops those relationships. Councilmember Guier pointed out that the Pierce County employee is also doing Code enforcement duties. The Council wanted to be sure inspections were being done in a timely manner. The Mayor said that nothing is being held up. The Mayor stated that when he gets a complaint he will send a Police officer over because an Officer has more clout. Councilmember McMahan pointed out that there is specific training involved in code enforcement and police officers have not had that training. Councilmember Guier stated that the codes need to be enforced but that is not the job of a police officer. The Council requested that the City Clerk send the old ILA with Pierce County to the City Attorney, Councilmember Jones and Councilmember McMahan, and also put it in the next packet with the current ILA. They also wanted to know if Pierce county calls.

Action Taken: Forward to the Public Works Committee ,then to the next Council Meeting.

<p>E. Website Migration/Maintenance And Network Security Upgrade – 7:24pm Maria Pierce, the Finance Director spoke to the Council and informed them that she had met with Lorrie Remper, Director of IT services for the City of Auburn. She said that this has also been discussed in a Finance Committee meeting and the Technology Committee. One recommendation is that the City of Auburn takes over hosting the City's website. The other recommendation she made is to upgrade the City's network security. The City also has to be sure we are archiving properly. Lorrie Rempher has said that Pacific can piggyback with the City of Auburn at no cost. This would take care of any legal issues as to archiving. Our current website has links that are not working properly. These two items were not budgeted for and are one time expenditures. She recommends a budget adjustment in the Criminal Justice Fund of \$4000 which pays for equipment and labor. The website migration would require an adjustment from the ending fund balance under central services for \$2200. This would give us flexibility in the future.</p> <p>Action Taken: Move it forward to the next Council Meeting.</p>
<p>F. TriDelt Property Tax Payment Request – 7:36pm Maria Pierce spoke to the Council. Ms. Pierce stated that the City has three properties that are attached to LID #3. They are in default. The foreclosure process was started last year. They are in default with Pierce County and if the taxes are not paid then Pierce County will foreclose and the City's liens will be wiped out. Ms. Pierce recommended that the City pay the back taxes from the 2011 general fund carryover. That cost is \$53,000. This would take the properties off the foreclosure list and the City will probably be able to recoup when the City sells the properties. The City Attorney and the Finance Committee also recommend this.</p> <p>Action Taken: Move it forward to the next Council Meeting.-</p>
<p>G. Surplus Of Police Vehicles – 7:47pm Lt. Massey spoke to the Council. The Police Department recently purchased four new vehicles and he would like to surplus five old vehicles. They are all 2005, Ford Crown Victoria's. The Ruston Police Department has offered \$2000 for one of the cars, the Mayor wants two cars, and two cars are slated for auction. He contacted Whiteys auction and they agreed to sell the cars at \$150 per car. The Lt. stated that the Mayor has agreed to put the money from the sale of the cars into the Criminal Justice Fund. Cars are in as is condition. The Car to Ruston runs well, but needs brakes and periodically the lights shut off. Councilmember Hulsey wants to be sure the City has a Consignment contract from Whiteys. Councilmember McMahan asked the mayor what to use the car for. The Mayor stated that he wants one for the Building Inspector and one for other employees on City business. The equipment on the cars is obsolete according to Lt. Massey. The Police Department will keep one of the cars as a reserve.</p> <p>Action Taken: Move forward to the next Council Meeting.</p>
<p>H. Financial Budget Update – Did not address- Move to the next meeting</p>
<p>I. Skillings & Connolly Supplement No. 8 - Taken off the agenda- Skillings will take this to the PW committee and then it will come back to a workshop</p>
<p>J. Civil Service Appointment - Pulled from the agenda, the Mayor has other people who applied, move it to the next meeting.</p>
<p>Item Added – Constitution- 8:04pm Mr. Luce, the City Attorney spoke to the Council. The Council had asked his opinion on a previous clause brought to the Council by the Mayor in regard to protected speech during Council sessions. Mr. Luce state that the clause applies to members of congress and senators and does not apply to this City Council. He discussed the State constitution and said that article 2.16 deals with members of the State legislature. He said that neither the federal or State laws extend to local government. He did say that there are certain cases of the State</p>

constitution that do apply to municipal legislation, staff members, reports and publication of results. That has been deemed to apply if it is legislative act. If act is administrative or executive, absolute immunity does not apply. His summation was that one needs to be careful of comments that may subject a person to litigation. Mr. Luce will send out his findings by email to the City clerk and she will forward those to the Council. He then stated that the Council was not above the law.

K. Council Rules Of Procedure – 8:09 pm

Councilmember Walker discussed some changes he had made. The changes were highlighted in the document. The Council discussed the changes. They discussed that the advertisement for Board positions does not mean it has to go in the newspaper.

Action Taken: Move it forward to the Council Meeting.

5. The meeting was recessed at 8:22 p.m. and the Council intended to open the Special Meeting and then return to this meeting at 8:27pm to finish up with the Executive session.

8:27pm- Meeting back in session

6. **Executive Session:**

8:27pm recessed for 20 minutes

8:47pm-fifteen more minutes

9:02pm-fifteen More Minutes

9:17pm-fifteen More Minutes

9:32pm-ten More Minutes

9:42pm- returned from Executive Session

7. **ADJOURN-** The Meeting was recessed at 9:45pm


Jane Montgomery, City Clerk