



## City Council Minutes

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**Regular Meeting**  
**Monday, September 9, 2013**  
**6:30 p.m.**

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### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Mayor Guier called the regularly-scheduled meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

### **ROLL CALL**

Present: Council Members Garberding, Jones, McMahan, Putnam, Steiger, Walker

Absent: Council Members Hulsey and McMahan (arrived at 6:32 p.m.)

**COUNCIL MEMBER JONES MOVED** to excuse Council Member Hulsey. Seconded by Council Member Putnam. The motion was voted on and carried 5-0.

### **STAFF PRESENT**

City Attorney Kenyon Luce; Public Safety Director John Calkins, Interim Public Works Director Ken Barnett, Senior Services Assistant Darcie Thach, Contract Interim Finance Director Richard Gould, Court Administrator Kelly Rydberg, City Clerk Amy Stevenson-Ness

### **ADDITIONS TO/APPROVAL OF AGENDA**

Agenda approved by unanimous consent of the Council.

### **AUDIENCE COMMENT**

There were no citizen comments.

### **REPORTS**

(Council Member McMahan arrived here at 6:32 p.m.)

## **MAYOR**

Mayor Guier reported that she has requested all department heads attend regular meetings in case there are questions and can leave when their items are complete.

The City is aggressively seeking an Activities Coordinator/Van driver. An ad has been placed in the News Tribune for a week as well as on our website and the AWC website. She will be attending the 9/11 Remembrance at Fire Station 64 in Federal Way, 3700 S. 320<sup>th</sup> Street. From 6:45 to 7:45 a.m. with a moment of silence at 7:03 a.m.

This month there will be a fifth Monday so the Mayor will be holding an Ask the Mayor Forum on September 30, 2013, at 6:30 p.m. in the Council Chambers.

## **FINANCE**

Contract Interim Finance Director Richard Gould reported that the June financial reports received by Council on August 26, 2013, have been updated and the changes noted. He will send the reports to Council for review after the Finance Committee meeting on September 10, 2013.

He has been doing additional software review from Visions and Bias. Springbrook is trying to hold on to the City. Director Gould advised them that price was a driver for the City to look at other software programs.

The job description for the Finance Director will be discussed at the committee meeting.

When the annual report is done, the state auditor will schedule to come in to do their review. Need to approve the December 31, 2012, financial reports.

Per RCW, on Monday, September 9, 2013, the city clerk sent out the notice to the department heads to prepare their budget numbers for the 2014 budget.

## **PUBLIC SAFETY**

Public Safety Director John Calkins will be sure to have Police Department reports available to the public at the meetings. The open house on September 20, 2013, is coming together well. As the primary theme is emergency management, King County Emergency Management will play a big part. Jerry Miller Band will be performing at the open house.

Council Member Jones inquired about an item on the report regarding bones that were discovered. Chief Calkins said that Lieutenant Massey discovered bones and, after taking them to the medical examiner, discovered they are not human.

## **PUBLIC WORKS**

Public Works Director Ken Barnett reported that Skillings/Connelly will be removed from the Interurban Trail design. The City must readvertise the project. Director Barnett is hoping that Parametrix will resubmit with a favorable bid as they were the original contractor.

He will be meeting with Public Works Director Joe Seet from the City of Edgewood to discuss how to get the trail down to Pacific.

The right of way checks for Valentine are starting to go out. There are a few pieces of

property that are hold outs.

He attended a meeting with Jim Morgan and WSDOT to see if the funding for the interurban trail can be extended another five years.

### **COMMUNITY/SENIOR/YOUTH SERVICES**

Senior Center Assistant Director Darcie Thach reported that Joanne Futch is back from vacation and provided information on activities at the senior center:

- Taco Tuesday is on September 10, 2013, from 11:30-1:00.
- An ad for activities has been place in the Auburn Reporter.
- The Friday movie this week will be *Coach Carter* at 2:00.
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She provided statistics for attendance at various events:

- Stone Soup – 35 people;
- Walmart trip - 7 people with the next trip on September 18;
- CCS lunch– 9 people required bus pick up;
- Flu shots, sponsored by Bartel's – 10 people.

The Human Services Resource Committee is working on getting new chairs. A blood pressure check will be held on Friday starting at 10:30, September 13, 2013.

### **COUNCIL**

Council Member Jones reported that the Human Services Resource Committee met. There is a need for new chairs. The committee is looking for used ones in good working order, possibly from the Auburn School District. Day to day items were discussed and Darcie was advised to work with the Mayor and administrative channels for those needs.

### **OLD BUSINESS**

**A.** Resolution 2013-067 authorizing the surplus of old vehicles and equipment no longer of use to the city.

Interim Public Works Director Ken Barnett advised Council that one vehicle and a large stash of broken and unusable items that have been collected. The van for surplus will be cleaned up and a battery installed in an effort to get more for it when sold.

Council Member McMahan inquired if the file cabinets with missing keys are empty and was assured they were.

Don Thompson, citizen: If approved will there be an inventory available to the general population to bid on or purchase? Mayor Guier said that it would be available for the citizens to purchase.

**COUNCIL MEMBER PUTNAM MOVED** to approve Resolution 2013-067 authorizing the surplus of old vehicles and equipment no longer of use to the City. Seconded by Council Member Jones. Roll Call vote was taken resulting as follows:

Ayes: Jones, McMahan, Putnam, Steiger, Walker, and Garberding  
Excused: Hulsey

The motion passed 6-0.

**B.** Approval of continued membership in the Puget Sound Regional Council (PSRC) and payment of dues for 2014 in the amount of \$1,950.00.

Director Barnett stated the City has been a member of the organization for a while and is helpful to the City and can provide continued help with funding for projects.

**COUNCIL MEMBER JONES MOVED** to approve continued membership in the Puget Sound Regional Council and payment of dues for 2014 in the amount of \$1,950.00. Seconded by Council Member Walker.

Council Member Jones said although the city is small, it is good to be involved with PSRC for transportation requirements. The City has several projects we're involved in and that's where the city will get their money's worth from this membership.

Voice vote was taken and the motion passed 6-0.

**C.** Resolution 2013-068 – Authorizing the execution of an agreement with BFH Consulting for assistance updating the Police Department policy manual.

Public Safety Director John Calkins provided background information on the update of the policy manual in order to meet WASPC requirements.

Council Member Jones inquired if the cost for the update was budgeted and was assured the costs are covered. The accreditation costs will be reevaluated when the update is complete.

**COUNCIL MEMBER MCMAHAN MOVED** to approve Resolution 2013-068 authorizing the execution of an agreement with BFH Consulting in the amount of \$6,300 for assistance updating the Police Department policy manual. Seconded by Council Member Putnam.

Council Member McMahan believes accreditation is a good thing. This is the recommended consultant to do this work and feels this is a great value and a great step forward.

Council Member Putnam stated that accreditation is good for credibility and good for the city and for reducing future liability. Showing the city is on track for this will help us get preferred insurance for next year.

Jean Fancher, citizen, inquired about who issues accreditation and if there is an outline of minimum standards so citizens know what to look for.

Director Calkins advised that WASPC is in charge of the program and a list of standards are online at [WASPC.org](http://WASPC.org)

Roll Call vote was taken resulting as follows:

Ayes: Garberding, Jones, McMahan, Putnam, Steiger, and Walker  
Excused: Hulsey

The motion passed 6-0.

## **NEW BUSINESS**

**A.** Requesting approval for training for the City Clerk/Personnel Manager at the Washington Municipal Clerks' Association's (WMCA) 2013 Fall Academy on September 27, 2013, in the amount of \$371.26.

City Clerk Amy Stevenson-Ness outlined the training that is available that will provide points toward certification and also provide HR training.

Council Member Jones asked how long the training would last and was informed that it would be a one day training with an over-night stay the night before.

**COUNCIL MEMBER MCMAHAN MOVED** to approve training for the City Clerk/Personnel Manager at the WMCA 2013 Fall Academy in an amount up to \$450.00. Seconded by Council Member Walker.

Council Member McMahan said he fully supports this training. His reason for increasing the amount in an amount up to \$450.00 is because it is time consuming to go back to council to get approval for charges over the amount approved if there should be a monetary difference.

Council Member Walker concurred with what Council Member McMahan stated.

Council Member Putnam said it is important for the City's professionals to have training not only for credibility but in order to improve the City's liability.

Voice vote was taken and the motion passed 6-0.

## **CONSENT AGENDA**

- A. Claim Voucher & Payroll Approval
- B. Approval of the minutes of August 26, 2013, regular meeting

Council Member McMahan inquired why Check 42274 to L&I was voided. He also asked that the official record for August 26, 2013, reflect that he would donate his Council salary to help pay for the plaque at the flag pole dedication.

**COUNCIL MEMBER PUTNAM MOVED** to approve the Consent Agenda. Seconded by Council Member Walker. The Motion carried 6-0.

## **EXECUTIVE SESSION - NONE**

## **ADJOURN**

Mayor Guier adjourned the meeting at 7:05 p.m.

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Amy Stevenson-Ness, City Clerk