

**COUNCIL WORKSHOP**

January 15, 2002  
5:30 p.m.

**MINUTES**



*The City of Bonney Lake's Mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.*

*"Where Dreams Can Soar"*

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**Call to Order**

Mayor Young called the workshop to order at 5:34 p.m. In attendance with Mayor Young were Councilmember Stephen Bricker, Councilmember Pam Cleveland, Councilmember Neil Johnson, Councilmember Dave King, Councilmember Maureen Palecek, Councilmember Jim Rackley, and Councilmember Dan Swatman. Staff attending were Finance Director John Weidenfeller, Public Works Director Seth Boettcher (arrived after roll call), Court Administrator Kathy Seymour, Senior Center Director JoAnne Knecht, Interim Planning & Community Development Director Bob Leedy, Chief of Police Bryan Jeter, Deputy City Attorney Jeff Ganson, and City Clerk Gayle Butcher.

Mayor Young introduced Nancy Packard as the newly hired permit coordinator.

**Agenda Items**

1. Open Discussion

Councilmember Swatman requested an agenda modification, removing Items #3k and 3L and re-scheduling the items for discussion at future workshops. Council concurred with the modifications.

Mayor Young asked for Council consensus to conduct an Executive Session tonight to receive a labor report, and he estimated it would take 5 minutes to review. Council consensus reached.

Councilmember Swatman distributed a copy of a patch job at 208<sup>th</sup> (Cedarview) and asked Mayor Young to have the Public Works Director take action on the problem.

Councilmember Palecek asked that staff inform Council of road mitigations before construction of Wal ☆ Mart begins.

Councilmember Rackley asked whether discussions with the City of Sumner would be started. Mayor Young responded that Public Works Director Boettcher would be reporting on an agreed upon joint meeting date.

Councilmember Bricker asked if any applications for the Ward 5 position had been received and Mayor Young responded no.

Councilmember Cleveland inquired on the status of the salaries and benefits breakdowns. Mayor Young responded it would be available for the budget discussions.

Councilmember Cleveland asked whether Council wanted the Deputy Mayor to continue working with the City Clerk in setting the agendas and Council responded with consensus.

Councilmember Cleveland noted at the December workshop she had requested to be informed of all other employees who had received multiple pay or unauthorized step increases. She asked for confirmation that it involved only 2 employees, John Weidenfeller and JoAnne Knecht. Finance Director Weidenfeller responded that was correct for employees in current positions. Councilmember Cleveland asked who performed the review and Finance Director John Weidenfeller responded Ray Luevanos had verified the personnel action forms and that he (John Weidenfeller) had validated it. Councilmember Cleveland verified with Finance Director John Weidenfeller that each time a change occurs that a personnel action form is done, and Finance Director John Weidenfeller stated it is required.

Councilmember Cleveland stated she had been reviewing and auditing payroll records. She noted that she thought it odd that Deb Crosier's salary was within approximately \$25 of Mona Musgrave's salary, because Deb Crosier had a little over one year's employment as compared to Mona's 28 years of employment. She asked why Council was not advised.

Finance Director John Weidenfeller stated that Deb Crosier had been hired as the payroll clerk and then promoted to Accounting Assistant. He noted Mayor Young had authorized the hiring pay. Finance Director John Weidenfeller further explained that since she was the City's labor negotiator, and she received out-of-class pay to continue labor negotiation duties, and then later she was promoted to Purchasing Coordinator.

Councilmember Cleveland expressed her concern with apparent re-classifications not authorized by Council. Finance Director John Weidenfeller stated the employee's position went from non-union [payroll] to union [accounting assistant] and then to a non-union (per Ordinance No. 878) purchasing coordinator position. Councilmember Cleveland stated objections that an employee who had 1.4 years of tenure had received 55.8% within that timeframe. Michelle Surdez had applied for the Accounting Assistant position.

Councilmember Rackley asked whether the Purchasing Coordinator position had been posted and Finance Director John Weidenfeller stated "yes." Councilmember King noted that if the job had been posted so that any employee could have applied for the Purchasing Coordinator position, then it was not a reclassification. Councilmember Cleveland urged Council to look at the record to see what's been done. Councilmember King did note that in a matter of months one employee that bolts to higher pay does seem to point to "highbrow-ism." Councilmember Bricker requested to receive a copy of the job postings for the Accounting Assistant and Purchasing Coordinator positions and also wanted to know who were the applicants. Finance Director John Weidenfeller stated that Deb Crosier was a valuable employee and multi-talented. Councilmember Palecek asked who else applied for the Purchasing Coordinator position and Finance Director John Weidenfeller responded that Deb Crosier and Michelle Surdez had applied. (Material presented to be included as an exhibit to the original, approved minutes.)

Councilmember Rackley requested, and consensus of the Council reached, that the job postings as requested by Councilmember Bricker would be available for Council review at the February 5, 2002 workshop.

## 2. OLD BUSINESS

### a. Discuss Promissory Note from Finance Director on Salary Overpayment

Council discussed the Deputy City Attorney's approved promissory note. Councilmember Cleveland presented her concerns with some of the language and that there was no repayment end date. Deputy City Attorney Ganson responded the promissory note is a binding commitment and it is the responsibility of Administration to see that the debt is collected. Finance Director John Weidenfeller stated he was not willing to amend the promissory note and that he wanted the flexibility of one year to re-pay the debt. Mayor Young noted the promissory note acknowledges a mistake that is being corrected through the promissory note payback, and that the City's legal staff and auditor have reviewed the note. (Material presented attached to original, approved minutes as an exhibit.)

Councilmember King and Councilmember Rackley noted their support that the promissory note was valid and that discussion should end. Majority consensus of the Council reached to end the discussion.

Mayor Young called for a 5-minute recess at 6:33 p.m. and then to conduct an Executive Session for about 10 minutes to discuss labor negotiations. Mayor Young reconvened the workshop at 6:49 p.m.

### b. Ordinance No. 902, Year 2002 Nonunion salary scale (Tabled 12/11/2001 Council meeting)

A brief discussion on the proposed nonunion salary scale was conducted. Discussion that each step included a 3% cost of living adjustment. Also discussed was the growth of Bonney Lake, and the type of expertise and size of budget are factors in comparing salaries with the Association of Washington Cities annual average salary ranges. Councilmember Cleveland noted the City needed to define department heads and stated that the Senior Center Director, Court Administrator, and City Clerk, who were all women and referred to as department heads, were not on the salary range classified as department heads.

### c. Ordinance No. 909, Salary upgrade for Assistant Public Works Director

A brief discussion was held related to the procedure utilized for upgrading the salary of the Assistant Public Works Director. Deputy City Attorney Ganson stated the salary upgraded needed to be handled through a

resolution as the salary upgrade is an exception to the ordinance and is to be handled like the ratification of the Senior Center Director's pay.

- d. Ordinance No. 899, Perky's Rezone (Tabled 11/27/01 Council meeting)

Interim Planning and Community Development Director Leedy reviewed the zoning conditions and the residences did not express concerns to the Hearing Examiner. Council expressed concern related to area zoning rather than zoning separate parcels of land close to each other and traffic problems.

Council consensus reached to move the ordinance forward.

- e. Discuss Elected Officials Insurance Coverage and cancellation notice by Mayor to Cities Insurance Association of Washington (Requested 8/21/01 Workshop)

It was noted that the proposed insurance offers elected officials occurrence based occurrence coverage rather than claims-made coverage. Mayor Young also noted the current carrier might be substantially increasing rates. Finance Director John Weidenfeller distributed a brochure and a copy of Mayor Young's letter to the current insurance carrier. (These exhibits were not distributed to the City Clerk for inclusion in the record.)

Councilmember Cleveland stated August 21, 2001, Council was advised that staff was investigating other potential insurance coverages and that Council had asked for a comparison spreadsheet, but to date has not been received. She emphasized that Council took no action to formalize a change in insurance carriers.

Mayor Young and Deputy City Attorney Ganson explained that it is Administration's responsibility to administer contracts and that the City had to give a one-year notice if a change were to occur. They emphasized that the notice of intent does not terminate the contract and does not preclude renewal.

Mayor Young called for a recess at 8:15 p.m. Mayor Young reconvened the workshop at 8:30 p.m.

- f. Discuss Sumner Treatment Share Payment (Tabled 1/8/02 Council Meeting)

Council consensus reached that the City of Bonney Lake would record the Joint Meeting between the Councils of Bonney Lake and Sumner and minutes would be of record for the February 7, 2002 meeting.

A brief discussion on the Sumner treatment share voucher was held. After verification that the payment did not lock the City into an agreement to pay 50% treatment share, Council agreed to consider the voucher.

Motion by Councilmember Bricker, second by Councilmember Rackley, for an agenda modification to consider and to authorize Voucher #16994.

Motion Carried Unanimously 7-0.

- g. Bob Leedy to present information related to Necessity of Comp Plan revision related to skateboard park

Interim Planning & Community Development Director Bob Leedy stated he did not believe that a amendment to the comprehensive plan would be necessary in order to consider 3 potential sites.

The siting of the Skateboard Park is scheduled for the next workshop.

### 3. NEW BUSINESS

- a. Draft Minutes: December 1, 4, and 11, 2001

Councilmember Cleveland distributed copies of corrections to the December 1 and 4<sup>th</sup> minutes.

- b. Discuss public testimony: Ward Re-districting & Draft Ordinance No. 923

A brief discussion on the legal descriptions for the Ward re-districting was held.

- c. Discuss public testimony: City of Tacoma Letter of Intent to Purchase Surface Water treated with fluoride and presentation and discussion of utility financing.

Public Works Director Boettcher presented a brief staff report related to financing options, fluoridation, surface water and consideration of water rights; noting that as the city grows, long-term water supply is a prime consideration. He further explained that the letter of intent assists the city with evaluation results and information related to connecting to systems.

Geoff Dillard of RH2 requested an opportunity to present an overview of the material being distributed. Due to the lateness of the evening, Council requested discussion at another workshop.

Council consensus was reached not to pursue letter of intent. (Councilmember Palecek and Councilmember King expressed support to pursue letter, Councilmembers Rackley, Bricker, Cleveland, Swatman and Johnson did not support the letter of intent.)

- d. Set Workshop Date(s) for 1<sup>st</sup> Quarter Year 2002 Budget Review (Requested by Councilmember Swatman)

Council consensus to set Saturday, March 2, 2002, beginning 9:00 a.m., at City Hall to review the Year 2002 Budget.

- e. Park Board Vacancy (Requested by Councilmember Swatman)

Councilmembers Swatman, Bricker and Rackley encouraged Mayor Young to appoint Phil DeLeo to the vacant Park Board position. Mayor Young responded he would take their words under advisement.

- f. Discuss Annexation Area 5 Petition Method

A brief review of the petition method for Area 5 annexation was held.

- g. Discuss speed bumps (Requested by Councilmember Swatman)

Motion by Councilmember Bricker, second by Councilmember Swatman to table Items g and h.

Motion Carried Unanimously 7-0.

- h. Discussion Item Only Fonk & Willowbrook Latecomer Agreements

This item was tabled.

- i. Discuss Hwy. 410-214<sup>th</sup> Annexation (per Councilmember Swatman's 11/24/02 email)

In responding to Councilmember Swatman's concern, Finance Director John Weidenfeller explained the utility billing and sales tax for this area.

- j. Update on City Website Status/effective date for on-line

Finance Director John Weidenfeller reviewed the status of the website and Council consensus was to await appointment of a new Ward 5 Councilmember for new Councilmember orientation and update the Council digital picture accordingly.

- k. Microflex contract clarification by Finance Director John Weidenfeller

This item was referred to the February 5 workshop under agenda modifications.

1. Elected Officials Benefits (Requested by Councilmember Swatman)

This item was referred to the February 5 workshop under agenda modifications.

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Bob Young, Mayor

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Gayle Butcher, City Clerk

Exhibit Attachments to the Original, Adopted Minutes Only: January 15, 2002 Employee Job Reclassification/Salary Material Presented at Workshop.