

CITY COUNCIL MEETING

October 9, 2018
6:00 P.M.



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MINUTES

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

I. CALL TO ORDER –Mayor Neil Johnson, Jr. called the meeting to order at 6:00 p.m.

A. Flag Salute: Mayor Johnson, Jr. led the audience in the Pledge of Allegiance.

B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, Jr., elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember James Rackley, Councilmember Michelle Surdez, Councilmember Dan Swatman, and Councilmember Tom Watson.

Staff members in attendance were City Administrator John Vodopich, Police Chief Bryan Jeter, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Judge Ronald Heslop, Court Administrator Kathy Seymour, Senior Services Manager Sue Hilberg, and City Attorney Kathleen Haggard.

C. Agenda Modifications: A new agenda item, which was forwarded from the Council Safety Committee, was presented to the City Council to add to the agenda.

Councilmember Watson moved to add AB18-121 – Resolution 2697 to the Consent Agenda. Councilmember Swatman seconded the motion.

City Clerk Edvalson informed Mayor Johnson that a revised agenda had also earlier been distributed to the Mayor and City Council for their consideration.

Councilmember Watson moved to accept the revised agenda adding AB18-110 – Resolution 2691 to the Consent Agenda. Councilmember Rackley seconded the motion.

Motion to accept the revised agenda adding AB18-110 – Resolution 2691 to the Consent Agenda approved 7 – 0.

Motion to add AB18-121 – Resolution 2697 to the Consent Agenda approved 7 – 0.

A. Announcements, Appointments and Presentations:

1. Proclamation: 2018 Domestic Violence Awareness Month.
Mayor Johnson, Jr. read a proclamation declaring October as Domestic Violence Awareness Month in Bonney Lake for 2018.

Tonya Tunnell-Thornhill, Executive Director of Exodus Housing, thanked the Mayor and Council for recognizing this issue and described some of the services that Exodus Housing provides.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

- A. Public Hearing: None.
- B. Citizen Comments: None.
- C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

- A. Finance Committee: Deputy Mayor McKibbin said the Committee met earlier at 5:00 p.m. He said the Committee discussed a proposed Interlocal Agreement with the Historical Society, a proposed resolution allocating surplus bond proceeds and a proposed ordinance providing cost-of-living increases for the non-represented employees in 2019. He said those items are forwarded for Council discussion at the next workshop.
- B. Community Development Committee: Committee Chair Swatman reported the Committee met on October 2nd at 4:30 p.m. and discussed a water leak detection survey/analysis, use of the new CityWorks software in Public Works and proposed revisions regarding how delinquencies in utility payments are handled. He noted that Councilmember Surdez has been very instrumental by lending her professional expertise to the topic.
- C. Public Safety Committee: Chair Evans said the committee met today at 3:30 p.m. He said they reviewed reports from East Pierce Fire & Rescue and the Police Department. He noted that Assistant Police Chief Alfano has been accepted to attend the National FBI Academy. He said the next Committee meeting will be November 13th at 3:30 p.m.
- D. Other Reports: None.

IV. CONSENT AGENDA:

- A. **Approval of Minutes:** September 18, 2018 Council Workshop Minutes and September 25, 2018 Council Meeting Minutes.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable check/vouchers #80387-#80488 and wire transfers #4513308, #20180907, #20180912, #20180917, #2018080101, #2018090401, #2018090503, #2018090504, #2018090506, #2018090507 and #2018090508 in the amount of \$582,886.25. P-Card wire transfer # 2018091701 in the amount of \$37,251.90. VOIDS: Check # 78898-Lost-Reissued
- C. **Approval of Payroll:** September 16th-31st 2018 for checks #39986-33996 including Direct Deposits and Electronic Transfers is \$775,769.69.
- D. **AB18-97 – Ordinance D18-97 –** An Ordinance Of The City Of Bonney Lake, Washington, Changing The Zoning Classification Of Tax Parcels 051902-2007, -6035, -6036, And -2068 From Eastown (E) To General Commercial (C-2).
- E. **AB18-115 – Motion –** A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Accept As Complete The Phase 4 – SCADA System Upgrade Project With Technical Systems, Inc.
- F. **AB18-110 – Resolution 2691 –** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Authorize Mayor Johnson To Sign An Interagency Agreement With The Washington Traffic Safety Commission For Reimbursement For Various Traffic Emphasis Patrols.
- G. **AB18-121 – Resolution 2697 –** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Sign A Contract With Pierce County Security To Provide Court Security On A Limited Basis.

Councilmember Watson moved to approve the Consent Agenda as amended. Councilmember Carter seconded the motion.

Motion approved 7 – 0.

V. FINANCE COMMITTEE ISSUES: None.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:

- A. **AB18-108 – Ordinance 1602 [D18-108] –** An Ordinance Of The City Of Bonney Lake, Washington, Repealing Chapter 5.08 Of The Bonney Lake Municipal Code

And The Corresponding Portions Of Ordinance No. 1514 Relating To Business Licenses.

**Councilmember Watson moved to adopt Ordinance 1602 [D18-108].
Councilmember Carter seconded the motion.**

City Attorney Haggard advised the City Council that the title of the proposed ordinance should be amended to read, "...Repealing and Replacing." She added it is a change that can be made administratively if there is no objection from the Council. Councilmembers all agreed to this decision.

Motion to Adopt Ordinance 1602 [D18-108] approved 7 – 0.

- B. Decision Cards** – Kathy Seymour – CodeSmart, Document Scanning; Woody Edvalson – Electronic Content Management, Emergency Management ILA, Senior Center Air Conditioning; Sue Hilberg – Kitchen Assistant; Bryan Jeter – Radio Replacement, A/C SMIP Training, Firearm Replacement, Buoy Replacement Plan, Drug Fund-Case Cracker, Mobile Fingerprint, CDT Start Up.

Mayor Johnson announced a ten minute break at 6:14 p.m. to allow a reconfiguration of the meeting room to facilitate the further discussion of Decision Cards.

CodeSmart and Document Scanning. Judge Heslop and Court Administrator Seymour addressed the Council regarding the Court Decision Cards on the agenda this evening. Judge Heslop highlighted the current workload of his staff and described how the proposed online, the web-based business application would streamline the court processes. He said it is anticipated the software would integrate with the State when they complete their application selection process. The Court also proposes using Laserfiche as a document management system for their records, which would allow them to scan court documents and interface with the CodeSmart application. The two systems, including associated hardware and set-up, would have an upfront cost of \$50,305, plus annual maintenance fees of \$8,611. Members of the City Council posed a few questions. Several expressed their support for this improvement to the court operations.

Kitchen Assistant (Senior Center). Senior Services Manager Hilberg explained how the current operations of the Senior Center Kitchen relies on a volunteer who consistently volunteers up to 30 hrs. per week. Manager Hilberg said the kitchen staff prepares 950-1100 meals per month. She added that the volunteer's health is failing and the extra kitchen assistance would provide a reliable source of labor to help meet the heavy workload of the kitchen staff. The position is proposed as a .70 FTE employee for an annual cost of \$20,000. There were a few questions regarding this request from some Councilmembers, several acknowledging the need.

Senior Center Kitchen Air Conditioning. Director Edvalson explained the deficiency in the current hood system that adds to the staff discomfort in the kitchen. He explained the make-up air for the vent hood lacks any kind of conditioning and blows directly on the cook at the cooktop/stove. He explained that additional air conditioning in the enclosed space of the kitchen is inadequate to relieve the kitchen staff on hot days. He proposed a \$20,000 project to provide air conditioning for the kitchen. Councilmember Watson asked what was being proposed to condition the air being drawn in for the vent hood. Director Edvalson responded that the piece to condition the make-up air was omitted when the new hood was installed to save expense. He said he hoped the \$20,000 would be able to address both needs. Councilmember Watson noted there is a proposed decision card to be presented on another date that replaces the heat pump serving the activities area of the Senior Center. He questioned whether this improvement might be able to serve both needs. Director Edvalson stated that his research shows balancing the demands for make-up air with conditioned air from the remainder of the building has its own set of problems, but hoped that between the two projects the appropriate solution could be engineered and installed. Councilmembers spoke generally in favor of the need to address the employee work environment.

Electronic Content Management System (Records Management). Director Edvalson described the City's current state of records management, highlighting the piecemeal approach used by individual departments to address their needs. He proposed a unified approach based on the potential for a State Archives grant of \$30,000 to implement an electronic content management system. The total projected cost, including the state grant, is \$60,000. He explained that the next six months would be used to identify the goals of the project and determine the final scope of the project. He described how the State Archives had already vetted several vendors and proposed products. He noted the value of such a project for public records management. Councilmembers spoke of the need for an evolving approach to records management for the City.

Emergency Management Interlocal Agreement. Director Edvalson explained some of the history regarding emergency management for the City of Bonney Lake. The proposal is to enter into an Interlocal Agreement with East Pierce Fire & Rescue and the other cities and towns located in the district to jointly fund a new Eastside Fire employee to help the cities update their plans, train to those plans and then assist with public outreach and education. Councilmember Swatman asked why the City was only now taking steps to accomplish these goals. Director Edvalson expressed his opinion that it was because there were other priorities in the past and active emergency management fell into a gap between East Pierce Fire & Rescue and the City. Mayor Johnson, Jr. said the City took positive steps to re-establish the responsibility for emergency management back under the Mayor's direction and the proposed interlocal agreement is the next proposed step to move the City forward. The proposal presented is for \$99,070 over the next biennium. This amount is for Bonney Lake's population

percentage share of the position. Several council members spoke in favor of the need to update the City's emergency management plans and be more proactive in the City's preparedness.

Police Department Radio Replacement. Police Chief Jeter explained how the City's police radios have become outdated and will soon be obsolete. He suggested the City develop a set-aside fund to plan for the replacement of all police radios by 2024. The total anticipated replacement cost to be spread over the next six years is \$506,394. He proposed the City set-aside \$190,464 in the next biennium to begin that replacement fund. He explained how previous funding mechanisms were no longer available to assist the City with these replacements. Councilmembers asked if there are alternative vendors to Motorola. Chief Jeter said there are some alternate vendors currently, but that Motorola radios performed better than those previously tested. He acknowledged there may be new vendors before the City takes on the replacement of the radios.

Registration/Tuition/Conference Fees. Chief Jeter explained that one of his goals before retirement is to have a viable succession plan. He proposed to have Assistant Chiefs Alfano and Keller participate in the Senior Management Institute for Police (SMIP) held at the Police Executive Research Forum in Boston, MA. He reiterated that Assistant Chief Alfano had been selected to participate in the National FBI Academy in Quantico, VA, but said the SMIP was additive to what Assistant Chief Alfano would learn in the FBI Academy. The cost of the SMIP program for both officers is \$23,400 over the next biennium. Councilmembers sought assurance that the SMIP and FBI Academy training would not be redundant. Chief Jeter assured them it would not.

Replacement of Weapons for Patrol and Detectives. Chief Jeter explained how some pistols, tasers and rifles were outdated and needed replacement. He suggested the cost of doing so now would be mitigated by a trade-in value associated with some of the weapons. He proposed phasing in the replacements over the next biennium with a total cost of \$59,000. Councilmembers were supportive of the need to replace 12-yr. old duty weapons.

Miscellaneous Small Tools and Equipment – Buoys. Chief Jeter explained how the Police Marine Services Unit had identified the need to replace and maintain navigational and speed buoys on Lake Tapps. He proposed \$4,600 in the next biennium for this purpose. There was general Council support for this proposal.


Clothing and Uniforms – Drug Investigation Fund and Civil Disturbance Team. Chief Jeter explained how designating an officer to serve with the County-wide Civil Disturbance Team would bring expertise and support in this area of law enforcement to the City of Bonney Lake. He explained a one-time cost in 2019 of \$4,500 would be used to outfit the selected officer with uniforms and equipment. The Council was generally supportive of this proposal.

Miscellaneous Tools and Minor Equipment – Equipment. Chief Jeter described how the department would benefit with increased professionalism and reduce reliance on other agencies by purchasing the Case Cracker Audio/Video recording system and mobile fingerprint scanners for their police vehicles. He said the mobile fingerprint scanners would be phased in starting in this next biennium. The proposed cost for the Case Cracker and fingerprint scanners in this biennium is \$21,000. Councilmembers spoke in favor of these tools and encouraged Chief Jeter to bring forward other requests as he re-familiarizes himself with the department and assesses the needs to move the department forward.

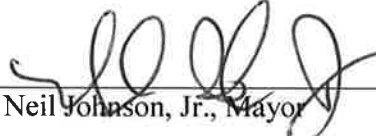
IX. EXECUTIVE/CLOSED SESSION: None.

X. ADJOURNMENT:

At 7:55 p.m. Mayor Johnson, Jr. adjourned the regular Council Meeting with the common consent of the City Council.



Harwood Edvalson, City Clerk



Neil Johnson, Jr., Mayor

Items submitted at the October 9, 2018 Council Meeting:

- (1) *AB18-110 – Resolution 2691 and Revised Agenda-* Administrative Services Director/City Clerk Harwood Edvalson
- (2) *AB18-121 – Resolution 2697-* City Administrator John Vodopich
- (3) *Decision Cards, FY 2019-2020-* Chief Financial Officer Cherie Gibson