CITY COUNCIL WORKSHOP

January 21, 2020
6:00 P.M.

AGENDA

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

I. CALL TO ORDER: Mayor Neil Johnson

II. ROLL CALL: Mayor Neil Johnson, Jr., Deputy Mayor Justin Evans, Councilmember Terry Carter, Councilmember J. Kelly Mcclimans, Councilmember Michelle Keith, Councilmember Dan Swatman, and Councilmember Tom Watson.

III. AGENDA ITEMS:
   
   A. Council Open Discussion:
   
   
   C. Appointment of Councilmembers to Standing Committees for 2020-2021 Biennium. (No Advance Materials)
   
   P. 19   D. Discussion: AB20-11 - Process to Select Councilmembers for Vacant Positions.

IV. EXECUTIVE/CLOSED SESSION:

Pursuant to RCW 42.30.110 and/or RCW 42.30.140, the City Council may hold an executive or closed session. The topic(s) and duration will be announced prior to the session.

V. ADJOURNMENT

For citizens with disabilities requesting translators or adaptive equipment for communication purposes, the City requests notification as early as possible prior to the meeting regarding the type of service or equipment needed.

The City Council may act on items listed on this agenda, or by consensus give direction for future action. The Council may also add and take action on other items not listed on this agenda.
Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

I. CALL TO ORDER: Deputy Mayor Randy McKibbin called the workshop to order at 6:00 p.m.

II. ROLL CALL: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Deputy Mayor Randy McKibbin, elected officials attending were Councilmember Terry Carter, Councilmember Justin Evans, Councilmember J. Kelly McClimans, Councilmember Michelle Keith, Councilmember Dan Swatman, and Councilmember Tom Watson. Mayor Johnson was unable to attend the meeting.

Staff members in attendance were City Administrator John Vodopich, Police Chief Bryan Jeter, Administrative Services Director/City Clerk Harwood Edvalson, City Engineer John Woodcock, Human Resources Manager Jenna Richardson and City Attorney Kathleen Haggard.

III. AGENDA ITEMS:

A. Council Open Discussion:

Lakeridge Middle School Youth Forum: Councilmember Watson reported that he, along with Chief Jeter and Assistant Chief Keller participated in the Youth Forum at Lakeridge Middle School. He said the youth were very engaged in the process of providing input regarding youth concerns in the community to local government and school district officials. He said overcrowding of the school buses was a recurring topic from last year. Drugs in Allan Yorke Park and in the adjacent woods was reported as an ongoing problem. There were many positives expressed by the children as well, such as, nice neighborhoods, the YMCA, and the school district. Other concerns expressed were having other resources beyond the schools to receive help and counseling regarding vaping and safety concerns about hanging out in the woods near the schools and the WSU park. He said the youth talked about the use of Instagram and the lack of Bonney Lake information available on that platform. Councilmember Watson suggested the City may want to create a stronger presence on Instagram similar to what is done on Twitter and Facebook. He said there is a committee meeting on December 5th for the School Family Center at 3 pm to be held at the YMCA. He said he would be unable to attend and suggested it would be a great opportunity for a different councilmember to learn more about the Family Center by attending in his place.

Mini Town Hall Meeting. Councilmember Swatman said he wanted the City to consider holding a mini town hall forum sometime next year on a Saturday. He said it may open up government more to the public. He said he will follow up on the idea with the Mayor.

Councilmember Watson said he reviewed the draft meeting minutes and provided City Clerk Edvalson with one correction to the draft minutes of the November 19, 2019 City Council Workshop. There was a general consensus of the Council to move all the draft minutes as revised forward to the December 10, 2019 Council Meeting for approval.

C. **Discussion:** AB19-163 – Ordinance D19-163 – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 1014 Relating To The Salary Commission For Elected Officials.

Human Resources Manager Richardson gave a brief background on the history of the Salary Commission. She said the municipal code currently requires the Commission to meet every five years to review Council and Executive salaries, but the Commission has not done so during this fifth year. The proposed ordinance was drafted to amend the municipal code to remove the requirement that the Commission convene every five years, allow for the Council to activate a salary commission on an as-needed basis by a majority vote, and shorten the appointment term to two years for Salary Commissioners.

Deputy Mayor McKibbin said the Finance Committee discussed the proposed ordinance but wanted to bring it forward for discussion by the full Council without a specific recommendation. Councilmember Watson said he likes what is presented. He can see getting an update from Human Resources periodically for council to consider. Councilmember Swatman said he is willing to look at adjustments if Council votes on them. He said he is concerned the current Commission has authority to establish salaries without reference to any particular guidelines or parameters.

Councilmember Evans said he believes the current process in the municipal code is appropriate with salaries set by an independent body. Councilmember Watson said he likes the proposed ordinance. He doesn’t want people running for Council who are only financially motivated. Councilmembers discussed their opinions on whether an independent Commission can truly be impartial. Councilmember Carter suggested that the terms of the Commissioners be staggered or else the Code modified to simply allow for adjustment of salaries based on the change in the Consumer Price Index. Councilmember McClamans said he believes the Councilmembers are elected to make tough decisions, and one of those decisions is determining the appropriate salaries for elected officials. He said he felt uncomfortable abdicating that “tough” decision to an independent, non-elected Commission. Councilmember Keith said the Council is clearly not in their respective positions for money. There was general consensus to address the current Salary Commission issues by placing the proposed ordinance for Full Council Discussion/Action on the December 10th regular Council Meeting.

D. **Discussion:** Ordinance D19-168 – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Acquisition
By Negotiation Or Condemnation Of Certain Real Property Interests Needed For The Fennel Creek Trail Segment 2A Project Between 106th Street E And 95th Street East.

City Engineer Woodcock said the City is ready to purchase the right of way for segment 2A of the Fennel Creek Trail. He said the condemnation ordinance is a necessary tool in the tool belt of right-of-way acquisition specialists. The Council expressed a desire to know more concerning the tentative agreements the City already has in place. City Engineer Woodcock said he will provide more information about the existing tentative agreements. Deputy Mayor McKibbin said the proposed ordinance would be forwarded to the Consent Agenda on the December 10th regular Council Meeting.

IV. EXECUTIVE SESSION: None

V. ADJOURNMENT:

At 6:52 p.m. Deputy Mayor McKibbin adjourned the Council Workshop with the common consent of the City Council.

Harwood Edvalson, City Clerk

Randy McKibbin, Deputy Mayor

Items presented to Council at the December 03, 2019 Workshop: None

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.
I. CALL TO ORDER – Mayor Neil Johnson, Jr. called the meeting to order at 6:00 p.m.
   A. Pledge of Allegiance: Mayor Johnson 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, elected officials attending were Deputy Mayor McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember Michelle Keith, Councilmember J. Kelly McClimans, 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 Reireson, Interim Public Services Director Ryan Johnstone, Human Resources Manager Jenna Richardson and Facilities & Special Project Manager Gary Leaf.
   C. Agenda Modifications: None.
   D. Announcements, Appointments and Presentations: None.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:
   A. Public Hearings: None.
   B. Citizen Comments:

      Lauren Murphy, Librarian – Bonney Lake Library, informed the audience of upcoming activities at the local library including the Dickens Carolers in December and a new adult story hour and a film club starting in January 2020.

      Mikayla Lee, 10520 190th Ave E, spoke concerning the ordinance on the agenda authorizing the use of eminent domain to acquire property for the Fennel Creek Trail Project. She said she understands the need for walkability in the City, but feels a more open and respectful discussion is needed about the impacts of the proposed trail alignment to adjacent and impacted property owners. She expressed
concern that the proposed trail alignment will have a negative impact on wildlife and advocated for the preservation of nature for the next generation. She asked for more discussion and negotiations regarding the trail alignment.

Jacob Andrew, 10520 190th Ave E, said his family owns two adjacent parcels along Fennel Creek where they hoped to build a home. He said it is his observation that the builders of the trail are obtaining properties for pennies on the dollar and not respecting the value to the property owners. He expressed concern for the safety of homes along the trails, and asked who will be responsible to clean up the trash generated by users of the trail.

Dan Decker, 20401 70th St E, highlighted the sewer costs in the City of Bonney Lake and noted the City is the second highest of the City’s he surveyed. He also spoke concerning the dangers of chlorine in the City’s drinking water. He urged the Council to install ultraviolet filters/purifiers in place of using chlorine.

Kevin Lee, 10505 90th Ave E, highlighted the natural beauty of his property along Fennel Creek. He expressed concern for the access the trail will open up to the homeless and the impacts they will have on the properties along Fennel Creek. He also expressed concern for the impacts to fish and wildlife the trail poses. He asked why the trail was not routed along the access granted in previous years by the Crystal Meadows and Copperfield Estates developments. He also questioned the need to access properties on the west side of Fennel Creek.

Mayor Johnson invited the Lees to provide contact information to Interim Public Services Director Johnstone, who could share with them information regarding the trail alignment and plans for the trail.

C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

A. Finance Committee: Deputy Mayor McKibbin reported the Finance Committee met at 5 p.m. today. He said the Committee received personnel updates, discussed improvements to the Public Safety Building and boat launch fees for 2020.

B. Community Development Committee: Councilmember Swatman reported the Committee met on December 3rd at 5:00 p.m. with the participation of newly elected Councilmember McClimans. He described several items forwarded from the Committee meeting and appearing on this evening’s Council agenda, i.e. Resolutions 2805 and 2806.

C. Public Safety Committee: Councilmember Evans said the Committee met today. Deputy Mayor McKibbin sat in for Councilmember Carter who had been unavailable to attend the Committee meeting. Councilmember Evans said East
Pierce Fire & Rescue said that Santa will be in the neighborhoods on a fire engine this coming Saturday. He said this Saturday will also be the annual Shop-with-a-Cop event where officers shop with children in need to help them provide toys for their families and themselves. Councilmember Evans reported the start of a new lateral officer in January 2020. He also noted the Committee forwarded Resolution 2707 to the Council Consent Agenda for this evening’s meeting. He said the Court staff are working with the County Superior Court regarding upgrades to the City’s domestic violence kiosk.

D. Other Reports: Councilmember Swatman recognized the Finance Department for their plan to switch from accrual accounting to cash-basis accounting which will produce a savings in staff time and effort.

Mayor Johnson said he recognized Myrtle Leveredge on December 7th for her 100th birthday. He presented her a proclamation, and said she and her family were most appreciative of the recognition. He said she reported the secret to her longevity is to listen to people and then tell them how she feels.

IV. CONSENT AGENDA:

A. Approval of Corrected Minutes: November 19, 2019 Council Workshop and November 26, 2019 Council Meeting

B. Approval of Accounts Payable and Utility Refund Checks/Vouchers:
Accounts Payable check/vouchers #83946-#83947 in the amount of $301,305.38.
Accounts Payable check/vouchers #83948-#83952 and wire transfers #20191122, #2019110601, #2019110602, and #2019112201 in the amount of $2,330,960.81.
VOIDS: Ck #83379 – Lost and Reissued Ck #83564 – Duplicate payment – Paid on pcard also Ck #83947 – Wrong amount. Reissued

C. Approval of Payroll: November 16th -30th 2019 for checks # 34170 -34175 including Direct Deposits and Electronic Transfers is $751,340.86.

D. AB19-168 – Ordinance D19-168 – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Acquisition By Negotiation Or Condemnation Of Certain Real Property Interests Needed For The Fennel Creek Trail Segment 2A Project Between 106th Street And 95th Street East, [Moved to Full Council – Item B.]


F. AB19-169 – Resolution 2806 – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Professional Services
Agreement To Universal Field Services To Acquire The Right Of Way For The SR 410 – 214th Avenue Roundabout.

G. **AB19-172 – Resolution 2807** – A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Support Services Agreement With South Sound 911.

H. **AB19-170 – Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Accept As Complete The Ponderosa Booster Pump Station Generator Improvements Project With Mb Electric, LLC.

I. **AB19-171 – Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Accept As Complete The 2019 Catch Basin Cleaning Project With Best Parking Lot Cleaning, Inc.

J. **AB19-174 - Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Accept As Complete The 2019 Backup Generator Maintenance For Water, Sewer, And Facilities With Cummins.

Councilmember McClimans asked that AB19-168 – Ordinance D19-168 be removed from the Consent Agenda for further consideration. Mayor Johnson agreed to move the item to Item B under Full Council Issues.

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

*Motion approved 7 – 0.*

V. **FINANCE COMMITTEE ISSUES:**

A. **AB19-149 – Resolution 2791** – A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Providing For The Administration Of Recreation Programs And Related Fees.

Councilmember Watson moved to approve Resolution 2791. Councilmember Swatman seconded the motion.

Councilmember Evans moved to table the item for further Council discussion at the next available Council Workshop. Councilmember Carter seconded the motion.

*Motion to table approved 7-0.*

VI. **COMMUNITY DEVELOPMENT COMMITTEE ISSUES:** None.
VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:


Councilmember Watson moved to adopt Ordinance 1629 (D19-163). Councilmember McClimans seconded the motion.

Councilmember Carter expressed concern with the proposed ordinance. He said he felt if the Salary Commission were empaneled, then they would feel compelled to act even if no increase was warranted. Councilmember Evans said he had similar concerns to Councilmember Carter.

Ordinance adopted 5 – 2. Councilmembers Carter and Evans voted no.

B. [Moved from Consent Agenda – Item D.] AB19-168 – Ordinance D19-168 (Ordinance 1630) – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Acquisition By Negotiation Or Condemnation Of Certain Real Property Interests Needed For The Fennel Creek Trail Segment 2A Project Between 106th Street And 95th Street East.

Councilmember Watson moved to adopt Ordinance 1630 (D19-168). Councilmember Keith seconded the motion.

Councilmember McClimans said he requested the item be removed from the Consent Agenda because he doesn’t see the need to use the power of eminent domain for recreational property. Councilmember Watson said there had been extensive Council discussion regarding the development of the trail, and tonight’s adoption of the ordinance would allow the grant process to go forward. He added that any actual action to condemn specific properties would be brought back to the Council for individual consideration. City Attorney Haggard confirmed that would be the case, and that the City would always try and negotiate the purchase using condemnation as a final option. Mayor Johnson said the City will have time to work with individual property owners. Councilmember Swatman said he would have difficulty to condemn property for trail use, but he supports adoption of this ordinance to keep the grant process moving forward. Councilmember McClimans read the article of the proposed ordinance which authorizes the Mayor to proceed with condemnation if negotiations fail. City Attorney Haggard reaffirmed any condemnation action would come back before the Council for any further action.
IX. EXECUTIVE/CLOSED SESSION: None.

X. ADJOURNMENT:

At 6:33 p.m. the Meeting was adjourned by Mayor Johnson with the common consent of the City Council.

Harwood Edvalson, City Clerk

Mayor Neil Johnson, Jr.

Items presented to Council at the Meeting for the record: None.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.
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. Pledge of Allegiance: Mayor Johnson 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, elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember Michelle Keith, Councilmember J. Kelly McClimans, 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, and Interim Public Services Director Ryan Johnstone.

C. Agenda Modifications: None.

D. Announcements, Appointments and Presentations:

1. Oath of Office – Police Officer Kyle Burson

City Clerk Edvalson administered the oath of office to Officer Burson.

Mayor Johnson called for a 10 min. recess at 6:03 p.m. in the meeting to congratulate Officer Burson on his appointment to the Police Department. The recess ended at 6:15 p.m.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings: None.

B. Citizen Comments:

Diane Morgan, 19602 61st St E, expressed a safety concern regarding several cottonwood trees that appear to be in the City’s right-of-way and are a nuisance to adjacent streets and the City’s drainage.
Mayor Johnson referred her to Interim Public Services Director Johnstone for further communication regarding the concern.

Dan Decker, 20401 70th St E, wished the City Council well in the New Year and thanked them for the appointment of a new police officer.

Warren Lee, 18109 96th Ave E, re-introduced himself to the City Council and spoke in favor of the Council re-election of Randy McKibbin as Deputy Mayor.

Chris Lear, property owner on 233rd Ave E, noted that he owns other properties in Eastown which his company hopes to develop. He said Deputy Mayor McKibbin has been instrumental in helping them work toward improvements to the area’s infrastructure that will benefit Bonney Lake. He expressed appreciation for the Deputy Mayor’s tireless efforts and believes he is what is needed to keep progress moving in Eastown.

C. **Correspondence:** None.

III. **COUNCIL COMMITTEE REPORTS:**

A. **Finance Committee:** Deputy Mayor McKibbin reported the Finance Committee met at 5 p.m. today. He said the Committee received personnel updates, commented on the State audit exit presentation and reviewed a proposal to hire a consultant from KPG to provide interim public works inspection services.

B. **Community Development Committee:** Councilmember Swatman reported the Committee has not met this year.

C. **Public Safety Committee:** Councilmember Evans said the Committee met at 3:30 p.m. today. He noted the upcoming retirement of Detective Kocher at the end of this month. He also thanked the Police Department for providing area coverage in Pierce County during the funeral for Pierce County Deputy Dyson. Councilmember Evans reported that the Police Department’s arrests for DUI have nearly doubled, due in large measure to having an in-house breathalyzer to test suspected drivers under the influence. He also mentioned the Police Department’s calls-for-service increased about 15% in the first 11 months of 2019. He reported that Assistant Chief Alfano is now training at the FBI Academy on behalf of Bonney Lake PD, that the next Citizens Academy will soon be starting, and that the Department will have a Concealed Pistol License day on a Saturday, February 22nd for those who can’t get to the front office Monday thru Friday during business hours.

Mayor Johnson said the City needs to appoint someone as the South Sound 911 representative. He suggested a motion to appoint Tom Watson as the City’s temporary representative of the Council until the Public Safety Committee can
meet again and decide on a Chairperson and make a recommendation for a regular representative to South Sound 911.

With the City Council’s common consent the motion for the temporary appointment was accepted. Councilmember Evans seconded the motion.

Motion approved 7 – 0.

D. Other Reports: None.

IV. CONSENT AGENDA:

A. Approval of Corrected Minutes: No Minutes to Approve.

B. Approval of Accounts Payable and Utility Refund Checks/Vouchers:
   Accounts Payable check/vouchers #84053-#84104 and wire transfers #20191127 and #2019112501 in the amount of $713,476.70. Accounts Payable check/vouchers #84105-#84240 and wire transfers #11367615, #11411943, #20191206, and #2019120201, #2019120202, #2019120203, #2019120204, #2019121601 and #201912602 in the amount of $829,198.27. Accounts Payable check/vouchers #84241-#84332 in the amount of $14,198.97. P-Card wire transfer # 2019111701 in the amount of $45,879.27. P-Card wire transfer # 2019121701 in the amount of $37,499.84. VOIDs: Ck #83868 – Request Withdrawn; applied to account

C. Approval of Payroll: December 1st-15th 2019 for checks #34176-31477 including Direct Deposits and Electronic Transfers is $636,488.93. December 16th -31st 2019 for checks #31478-34187 including Direct Deposits and Electronic Transfers is $831,606.11.


F. AB20-03 – Resolution 2809 – A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Radio Sub-System User Agreement With The City Of Puyallup.

G. AB20-06 – Resolution 2810 – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing Approval Of A Professional Services Agreement To KPG To Provide Inspection Services To The City While An Employee Is On Extended Medical Leave.
H. **AB20-04- Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Accept As Complete The Victor Falls On-Site Chlorination Upgrade With TMG Services.

   Councilmember Watson moved to approve the Consent Agenda. Councilmember Evans 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. **Election of Deputy Mayor and Appointment of Councilmembers to Standing Committees for 2020-2021 Biennium**

   Mayor Johnson called for nominations from the Council for the position of Deputy Mayor.

   Councilmember Watson nominated Councilmember Evans for Deputy Mayor.

   Hearing no further nominations, Mayor Johnson called for a vote of the Council.

   **Motion to appoint Councilmember Evans as Deputy Mayor approved 7 – 0.**

IX. **EXECUTIVE/CLOSED SESSION:** None.

X. **ADJOURNMENT:**

   At 6:27 p.m. the Meeting was adjourned by Mayor Johnson with the common consent of the City Council.

   _______________________________   _______________________________
   Harwood Edvalson, City Clerk               Mayor Neil Johnson, Jr.

   Items presented to Council at the Meeting for the record: None.
Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.
City of Bonney Lake, Washington
City Council Agenda Bill (AB)

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**Agenda Subject:** Process for filling Council vacancy for Position #1.

**Full Title/Motion:** n/a

**Administrative Recommendation:** None.

**Background Summary:** Former Councilmember Randy McKibbin resigned his Council position on 01/16/2020. Per the Revised Code of Washington, the City Council has 90 days within which to appoint a replacement Councilmember. Failing to do so, the appointing authority passes to the County and then to the State Governor. Bonney Lake Municipal Code 2.04.980 thru 1010. Outlines a process for the Council to follow. With the last Council vacancy, the Council chose to publish the vacancy for three weeks, then interview candidates and make an appointment. Attached are the minutes from the meeting where interviews were conducted and an appointment made. Also attached is a proposed notice for posting at the City's posting places and the City's website. An abbreviated notice will be published in the City's official newspaper. The City Administration requests Council discussion and direction on how to proceed with the vacancy.

**Attachments:** An excerpt from BLMC 2.04, a page of the 10/17/2017 Council minutes, proposed vacancy notice.

**BUDGET INFORMATION**

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**Budget Explanation:** No budget impact.

**COMMITTEE, BOARD & COMMISSION REVIEW**

**Council Committee Review:**

- Date:
- Chair/Councilmember: Yes
- Councilmember: No
- Councilmember: Yes

**Forward to:**

**Commission/Board Review:**

**Hearing Examiner Review:**

**COUNCIL ACTION**

- Workshop Date(s): 01/21/2020
- Public Hearing Date(s):
- Meeting Date(s):
- Tabled to Date:

**APPROVALS**

- Director: HTE
- Mayor: NJ
- Date Reviewed by City Attorney: N/A

*Agenda Packet p. 19 of 22*
BONNEY LAKE MUNICIPAL CODE--

2.04.980 Vacancy in council seat.
If a council vacancy occurs, the council will follow the procedures outlined in RCW 35A.12.050 and 42.12.070. If the council fails to appoint a qualified person to fill a vacancy within 90 days of the occurrence of the vacancy, the authority of the governing body shall cease and the Pierce County council shall appoint a qualified person to fill the vacancy. In order to fill the vacancy with the most qualified person available until an election is held, the council will direct the city clerk to distribute and publish a notice of the vacancy and deadline for applying for the position. (Ord. 1474 § 1 (Att. A), 2013).

2.04.990 Notice.
The notice of the vacancy shall be widely distributed and published in the city’s official newspaper, the city newsletter when possible, on the city website, at the Justice and Municipal Center, and such other places or by such other means as to reasonably provide information to the public, including the procedure and deadline for applying for the position. (Ord. 1474 § 1 (Att. A), 2013).

2.04.1000 Application and interview procedure.
The council during a regular or special council meeting open to the public will interview all candidates who submit an application by the deadline for the advertised council vacancy. Council applicants will be asked to remain outside the council chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each councilmember during the interview process. The councilmembers will ask the same questions of each candidate. Each candidate will be allowed two minutes for closing comments. (Ord. 1474 § 1 (Att. A), 2013).

2.04.1010 Selection of new councilmember.
The council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy shall be conducted during an open public meeting. (Ord. 1474 § 1 (Att. A), 2013).
IV. City Council Candidate Speeches/Interviews.

Mayor Johnson turned the chairing of the meeting over to Deputy Mayor McKibbin, and left the selection process in the hands of the City Council. Deputy Mayor McKibbin invited the applicants to address the Council and respond to the Council’s questions in the following order:

Chris Bassett
Jerimy Kirschner
David Baus
Gwendolyn Fullerton
Chris Leyba
James Mcclimans
Grant Sulham
Michelle Surdez
William Zimmerman
Rodrigo Yanez

At the conclusion of the interviews and based on a prior conversation with City Attorney Kathleen Haggard, Deputy Mayor McKibbin summarized Council’s options to move forward and make a decision at this Council meeting. City Attorney Haggard emphasized there could be no vote or even the semblance of a vote in the executive session where the candidates’ qualifications would be discussed. She described a process of holding the executive session, returning to the meeting and opening the floor for nominations.

V. EXECUTIVE/CLOSED SESSION:

Pursuant to RCW 42.30.110(1)h, Deputy Mayor McKibbin announced an executive session to last for 15 minutes with action to follow. The session commenced at 8:43 p.m. and concluded at 8:55 p.m.

VI. SELECTION AND APPOINTMENT OF CANDIDATE TO COUNCIL VACANCY.

City Attorney Haggard reviewed with Council the proposed method of selecting a Councilmember. She said there would be a call for nominations. At the conclusion of the nominations, the Councilmembers would vote sequentially for their choice, and if one single candidate receives four votes, the decision will be made.

Deputy Mayor McKibbin nominated David Baus. Councilmember Watson nominated Michelle Surdez. The Council voted individually and in sequence. Michelle Surdez received the first four votes concluding the Council selection process resulting in the appointment of Ms. Surdez to the Council vacancy.
CITY OF BONNEY LAKE
NOTICE OF COUNCIL VACANCY RECRUITMENT

The City of Bonney Lake is seeking applications from residents of Bonney Lake to fill a vacancy on the City Council. The term will commence once a candidate is appointed by a majority vote of the City Council, and will expire after the results of the general election held November 2021 have been certified. To be eligible, the applicant must be registered to vote in Bonney Lake and have lived within the City limits for at least the past 12 months (1 year).

The Bonney Lake City Council is the legislative authority of the City of Bonney Lake. The City operates under a Mayor-Council form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting legislative policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services.

The duties of a City Councilmember will likely involve an average minimum commitment of 18-20 hours per month for constituent relations, preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at City Council meetings which are held Tuesdays from 6:00pm until adjournment. The first and third Tuesdays are council “Workshops” (less formal study sessions); and the 2nd and 4th Tuesdays are regular meetings. From time to time, the City Council or Mayor may call special City Council meetings as needed. Attendance is also required at the Council’s annual retreat, usually held on a Saturday in January or February. Many councilmembers also attend the annual Association of Washington Cities conference each June (Wed-Friday). Each councilmember is also appointed to at least one council standing committee (community development, finance, or public safety). These committees generally meet prior to the Tuesday workshop or regular meeting.

- Councilmembers are also expected to serve as liaisons to various regional boards and commissions as appointed by the mayor or council, and to represent the City Council at various community functions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, and during some weekdays.

- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Bonney Lake is a member. Travel expenses are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the Council’s budgetary limit.

The monthly Councilmember salary is $850 per month, and does not include any fringe benefits. Application materials are available from the City Administrator at vodopichj@cobl.us or on the City’s website at: www.ci.bonney-lake.wa.us. Applications must be received by 5:00 p.m. on Friday February 14, 2020. A mailing postmark date will not be accepted. Scanned and emailed applications are acceptable. All eligible applicants will be interviewed on Tuesday February 18th at 6pm in the Justice and Municipal Building located at 9002 Main St E, Bonney Lake 98391.