

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1 B

DATE: June 10, 2010

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the June 10, 2010 Council Meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted

CITY OF SULTAN COUNCIL MEETING – June 10, 2010

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: Pinson, Slawson, Davenport-Smith, Blair and Beeler.

Absent: Wiediger

CHANGES/ADDITIONS TO THE AGENDA:

Discussion – Remove Sewer General Facility Charge

PRESENTATIONS:

Planning Board Recognition: Bob Martin, Community Development Director, presented certificates of appreciation to Steve Harris and Bob Knuckey for their service on the Planning Board.

Leadership Award: Mayor Eslick was presented with a certificate for completion of the AWC Leadership Program.

Teen Court Update: Dave Wood, VOA, provided an update on the Teen Court grant program. Preparations are being made to set up the court to begin September 1, 2010. Interviews for the student judges have been held and the agreements are in place to move forward. The students will go thru a 14 hour training period to be judges for the Teen Court. The goal is to keep the students out of the juvenile court system. Referrals for youth to the Teen Court will be made by the School District and Sheriff's Department.

COMMENTS FROM THE PUBLIC:

Bob Knuckey: Volunteer coordinator for Adopt a Street program. There were comments made at the May 27th meeting about riding horses in the park until someone complained and he was the one who made the complaint. There is an ordinance that prohibits horses in the park but no code to require horse riders to clean up after their horses. There were piles left all over town last week. The cleanup volunteers should not have to clean up after horses. Requested the city consider an ordinance that makes horse owners cleanup after their horses.

Dale Doornek: There was a discussion of safety at the parks during the retreat. He went to Osprey Park and it was muddy and difficult to maneuver around. He talked to people in the park about safety and some felt safe but others were not sure. The trails had some mud holes and they were not able to get to the river.

COUNCILMEMBER COMMENTS

Pinson: Expressed his gratitude for the work done by the council and staff. He holds people to a high standard and does not always remember to thank them but he does appreciate and recognize their sacrifice and service. The Councilmembers may disagree but that is not always bad.

Slawson: Everyone needs to listen to what you say, not how you say it. Does not know how to resolve the horse issue. The park was muddy due to the weather. He will be going to Portland this week for the NRA conference to learn how to build a gun range

Davenport-Smith: Appreciates Councilmember Pinson's comments. The trip to Washington DC was worthwhile and production and the Mayor did a good job. There is a need to address the horse issue and there are horse diapers available for riders. Thanked to Dale Doornek for talking to people in the park.

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Blair: Congratulated the Mayor on her leadership award. Encouraged the other Councilmembers to take the training. The Washington DC trips are important to the city for funding. Horses are an issue but the city code (6.04.030) lists leaving animal fecal matter as a prohibited activity. There are no horse trails around but could be included in the Skylite Tracks park plan.

Beeler: Councilmember Pinson's picture needs to be added to the City website. PSRC has made an amendment to the Highway 2 improvement funding to include the Rice road roundabout (4.8 million). He is concerned that it is only planned to be a one lane and will create problems for the trucks.

Mayor Eslick: The Snohomish Health Board needs a replacement for Jim Flower, the small city representative. Councilmember Slawson may be interested if no one else steps forward. The Washington DC trip was great and they had some good meetings with the representatives. They appreciate the Sultan Basin Road project and will support funding request for the project. Richard Little does a great job of making contacts and promoting projects. The City has finalized a design for the City Banners to use at different functions.

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Davenport-Smith, seconded by Councilmember Pinson, the consent agenda was approved as presented. Pinson – aye abstained on the May 6, 2010 minutes; Slawson – aye; Davenport-Smith – aye; Blair – aye; Beeler - aye.

- 1) Approval of the Council Meeting Minutes as on file in the Office of the City Clerk.
 - A. May 27, 2010 Council Meeting
 - B. May 27, 2010 Public Hearing - Grandview
 - C. May 6, 2010 Special Council meeting
 - D. May 20, 2010 Special Council meeting
- 2) Approval of Vouchers in the amount of \$91,458.29 and payroll through May 28, 2010 in the amount of \$28,373.25 to be drawn and paid on the proper accounts.
- 3) Adoption of Resolution 10-08 to Surplus Equipment
- 4) Authorization for the Mayor to sign a Memorandum of Understanding with the Sultan School District and Snohomish County Sheriff for the Teen Court program.
- 5) Approval of the Utility Relief Requests
- 6) Approval for the staff to submit a CDBG Application for the 6th Street waterline.
- 7) Acceptance of the Resignation of Councilmember Jim Flower.

ACTION ITEMS:**Planning Board Appointments:**

The Planning Board memberships of Mr. Steve Harris and Mr. Bob Knuckey are due to expire on July 1, 2010. Both members have expressed interest in being reappointed to another two-year term. On a motion by Councilmember Slawson, seconded by Councilmember Pinson, the Council confirmed the Mayor's appointments of Mr. Steve Harris and Mr. Bob Knuckey to the Sultan Planning Board for the two year terms expiring July 1, 2013. All ayes.

Community Center 10 Year Anniversary:

The issue before the Council is to review the proposal to celebrate the 10th Anniversary of the Community Center building. Include the 100 year anniversary for the Library to the flyer. On a motion by Councilmember Blair, seconded by Councilmember Davenport-Smith, the Council set August 14, 2010 as the official "Ten Year Anniversary" of the Sultan Community Center building and authorized a celebration in honor of the anniversary with a budget not to exceed \$100. All ayes.

CITY OF SULTAN COUNCIL MEETING – June 10, 2010**Ordinance 1080-10 Sewer Rates:**

The issue to be before the Council is the introduction of Ordinance 1080-10 to correct a staff error in Ordinance 961-07 that double excess sewer charges for commercial utility customers.

The charges are based on an allowance of 600 cf of water usage and excess is charge on each 100 cf or portion thereof over the base. The rates were adopted by Ordinance 961-07 in 2007 to provide for step increases of approximately 9% per year for 2007-2009. In 2009, the council adopted Ordinance 1033-09 that tied the monthly rate increase to the CPI. The incorrect excess sewer rates were carried forward to Ordinance 1033-09.

The charge for excess sewer (volume charge) was not based on a percentage increase in Ordinance 961-07. A formula was incorrectly used to calculate the monthly volume rate that doubled the charge for excess sewer. The correct charge for volume use should be the same as the water excess charge for water.

Councilmember Beeler moved to introduce Ordinance 1080-10 and pass it on to a second reading; seconded by Councilmember Blair. The motion was amended to adopt the ordinance on first reading and further amended to remove the 5th “whereas” clause from the ordinance. All nays.

On a motion by Councilmember Beeler, seconded by Councilmember Blair, Ordinance 1080-10 to correct charges for excess sewer use (volume rate) was adopted with an amendment to remove the 5th “whereas” clause. All ayes.

PWTF Loan Extension:

The issue before the City Council is to authorize the Mayor to sign a revised loan agreement with the Public Works Trust Fund Board (Board) for loan #PW-06-962-PRE-131 for the Wastewater Plant Design Phase. At its June 3, 2010 meeting, the PWTF Board approved continuing the .5% interest rate and extending the loan payoff from 2011 to 2012. This has the effect of reducing the city’s loan payment for 2010 and 2011 from \$315,600 to \$208,000. The revised loan agreement would add a year to the term of the loan. The loan would be paid in full in 2012.

During its discussion the PWTF Board noted the city council should consider raising sewer rates by 5% in December 2010 and 5% in December 2011 in order to ensure a positive cash balance in the fund. Rate increases will be discussed as part of the budget process.

On a motion by Councilmember Blair, seconded by Councilmember Davenport-Smith, the Mayor was authorized to sign a revised loan agreement with the Public Works Trust Fund Board. All ayes.

Council Vacancies:

The issue before the Council is to discuss the process to fill council vacancies and provide direction to staff for recruitment of candidates. Staff recommends the council provide notice to the public of the vacancy in the legal newspaper (Everett Herald), on the City Web page, and notices at City Hall with an application deadline of July 2, 2010. Interviews before the Council could be set for the July 22nd meeting.

Councilmember Jim Flower announced his resignation from the Council at the May 27, 2010 meeting. It was requested that staff provide information on the process for filling the vacancy.

Staff contacted the Snohomish County Elections Department and they have advised that the Council needs to appoint a replacement for the balance of Mr. Flower’s term which ends December 2011. Next year, the position will be placed on the ballot for a short and full term election. What that means is the person elected to the position takes office upon certification of the election instead of waiting until January 1, 2012.

On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith, staff was directed to provide notice to the public of the council vacancy in the legal newspaper (Everett

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Herald), on the City Web page, Craig's list and notices at City Hall with an application deadline of July 2, 2010. All ayes.

DISCUSSION**Council Meeting Date:**

The issue before the Council is to discuss rescheduling or cancelling the June 24, 2010 Council meeting due to a lack of quorum on June 24th. The meeting was rescheduled to June 21, 2010.

Hazard Mitigation Plan:

Snohomish County Department of Emergency Management is in the process of updating the regional Hazard Mitigation Plan (Plan). The city council reviewed the process to update the Plan on June 11, 2009 and directed staff to participate in the update process.

The Snohomish County Department of Emergency Management received a grant to assist with consultant time to review existing plans and make necessary changes. The city has taken the opportunity to review its adopted Natural Hazards Mitigation Plan (NHMP) and make updates based on new information and changed conditions.

The public works director and police chief worked together with Snohomish County and Fire District 5 to review and update the City's NHMP. Fire Chief Merlin Halverson is a member of the County's NHMP Steering Committee. Police Chief, Jeff Brand, and Public Works Director, Connie Dunn have attended many of the planning meetings.

The plan needs to be adopted in July.

Blair – Skywall and Dyer are two largest areas for repetitive flood loss

Cash Handling Policy:

The issue before the Council is the adoption of a Cash Handling Policy. The City manages finances in accordance with the State Auditor's Budgeting, Accounting and Reporting System (BARS). This provides the guidelines for daily operations. The State Auditor also encourages the development of internal policies to provide consistency in day-to-day operations and transactions. The City has developed policy to cover issues such as investments, credit card use, travel, dress code and purchases.

The Finance Department has been working on developing a procedures manual to insure that all staff members process financial transactions in the same manner. The comments from the City Attorney have been incorporated into the policy.

Brief discussion was held regarding the need for policies to make sure employees are aware of unacceptable practices such as theft or keeping money in a desk draw. Violation of city policies are addressed in the Personnel Policy. Cameras will be installed in the front office as part of the COPS program. The policy will be brought back for action at the next meeting.

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

Blair: Thanked staff for arranging for the parliamentary procedure presentation. It was good to learn how to be more professional and efficient in the meetings.

Slawson: Richard Little does a good job and he is sorry to see him retire. Advised he has applied for the Precinct Committee Officer.

Executive Session: On a motion by Councilmember Slawson, seconded by Councilmember Blair, the Council adjourned to executive session for thirty minutes to discuss pending litigation, real estate acquisition and labor negotiations. All ayes.

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Adjournment: On a motion by Councilmember Beeler, seconded by Councilmember Blair, the meeting adjourned at 9:20 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk