

CITY COUNCIL WORKSHOP

October 16, 2012  
5:30 P.M.

MINUTES



*"Where Dreams Can Soar"*

*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.*

*Website: [www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)*

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

**I. CALL TO ORDER** – Deputy Mayor Dan Swatman called the workshop to order at 5:34 p.m.

**II. ROLL CALL:**

Administrative Services Director/City Clerk Harwood Edvalson called the roll. Elected officials attending were Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, and Councilmember Tom Watson. Mayor Neil Johnson, Jr. arrived at 6:07 p.m. Councilmember Jim Rackley was not in attendance.

**Councilmember Hamilton moved to excuse Councilmember Rackley. Councilmember Lewis seconded the motion.**

**Motion to excuse Councilmember Rackley approved 6-0.**

Staff members in attendance were City Administrator Don Morrison, City Engineer John Woodcock, Community Development Director John Vodopich, Chief Financial Officer Al Juarez, Interim Police Chief Dana Powers, Assistant City Attorney Kathleen Haggard, Facilities and Special Projects Manager Gary Leaf, Administrative Services Director/City Clerk Harwood Edvalson, and Administrative Specialist II Renee Cameron.

**III. AGENDA ITEMS:**

**A. Presentation:** Report on Recycling from DM Disposal.

Mark Gingrich, Operations Manager and Keith Kovalenko, District Manager with DM Disposal, a Waste Connections company (DM) presented their annual report. Mr. Gingrich said DM is a full service recycling company, providing services throughout the South Puget Sound region, including the City of Bonney Lake. Mr. Gingrich summarized DM's four main goals for 2012 to: Improve Outreach to Minimize Recycling Contamination; Increase Waste Diversion and Increase Recycling Participation; Route Enhancements to Reduce Fuel and Environmental Footprint; and Implement Regular Council Updates. The presentation focused on business and multifamily recycling and to introduce their new Waste Reduction Representative who is focused on ways to increase recycling. Their 2013 recycling plan with the County will include greater investments in education and promotion to residential subscribers. Questions and answers were asked by and provided to the Council.

**B. Presentation: Tehaleh Master Planned Community.**

Representatives of Tehaleh Master Planned Community were unavailable to attend and will plan to reschedule their presentation to another workshop.

**C. Review of Council Minutes:** October 2, 2012 Council Workshop and October 9, 2012 Council Meeting.

The October 2, 2012 Council Workshop and October 9, 2012 Meeting minutes were forwarded to the October 23, 2012 Council Meeting for action, with one minor correction.

**D. Discussion:** AB12-140 – Resolution 2247 – Awarding the Justice Center Tenant Improvement Phase 2 Contract to JB Construction Consulting, Inc.

Facilities and Special Projects Manager Leaf said the City advertised the City of Bonney Lake Justice Center Tenant Improvement Phase 2 Project on September 5, 2012 and opened bids on October 1, 2012. JB Construction Consulting, Inc. was the low bidder for the project at \$404,000 which includes the construction of the improvements, but not the office furniture and partitions. He said that value engineering reduced the bid by \$9,799.62 by removing dimmer switches, and a 15% contingency is included in this cost allocation. He reviewed the information provided in the Cost Summary spreadsheet and advised that the \$22,000 incurred to date was for architectural services. He said that the office furniture and partitions are a separate contract to be purchased under an Intergovernmental Cooperative Purchasing Agreement with Vancouver School District No. 37. City Administrator Morrison provided information regarding how an agreement with Vancouver School District No. 37 allows the City to piggy back onto the school district's furniture purchasing contract. Councilmember McKibbin asked about the possible use of the current copiers and Facilities and Special Projects Manager Leaf provided an explanation of the City's needs. Administrative Services Director/City Clerk Edvalson advised that the per copy cost on new machines would be more cost efficient than the current copiers. Councilmember McKibbin said he heard there was parking behind the library that could possibly be made available for the City's use and Facilities and Special Projects Manager Leaf said that the City would need to have an engineer review it and see if it is a viable option. There was extensive discussion regarding the need for a generator at the Justice Center and a security alarm system.

City Administrator Morrison reviewed his October 16<sup>th</sup> memo to the Council regarding the funding for the tenant improvements. Councilmember Hamilton asked if there was any discussion among Administration regarding postponing the tenant improvements until the budget is balanced. City Administrator Morrison said \$500,000 for the improvements is available from the general fund and with the remain balance not being too large he believes it is feasible to complete the improvements, especially if the City is able to free up the Annex. He said the City is close to getting a balanced budget. Councilmember Hamilton said he is concerned about whether there will be actual cost savings for the City due to the improvements. Councilmember McKibbin asked why the City should keep the Annex. City Administrator Morrison said it is in the overall plan for the future civic center. Deputy Mayor Swatman said he likes the preferred option addressed in the October 16<sup>th</sup> memo to use the utilities to fill the gap. Councilmember Lewis said he would like to see the improvements completed so City staff are centralized and to minimize the amount of time used by City staff commuting to other city offices. Councilmember Hamilton said he wants to make sure public perception is not concerned about authorizing the improvements when the City has been talking about an unbalanced budget. Mayor Johnson said City staff will make sure the public are well informed about the City's needs and how the improvements will actually benefit the City. This item was forwarded to the October 23, 2012 Council Meeting for action.

**At 6:44 p.m., Mayor Johnson called for a 15 minute break. The workshop resumed at 6:59 p.m.**

**E. Council Open Discussion.**

City of Burlington Theft: Mayor Johnson spoke about the City of Burlington and the recent incident where their City bank account was hacked into and funds stolen. Chief Financial Officer Juarez provided information regarding the City of Bonney Lake's daily banking review process. He said the City's internal control of activity is extensive and City staff take advantage of the bank's fraud protection services. He said the Finance Department has worked with the City's IT staff to make sure the City's system is secure, including with the new utility auto pay system.

John Vodopich 25 Years of Service: Mayor Johnson read an International City/Council Management Association plaque that recognized Community Development Director John Vodopich for his 25 years of local government service.

Local Signage: Councilmember Watson said he would like to see the City make some revisions to the local signage ordinances, especially to allow for home occupation signage on fences. He would also like to allow temporary permit signage for seasonal business purposes and which would be permitted for the same duration of times as the temporary use permit. Community Development Director Vodopich said Councilmember Watson's proposed revisions are reasonable. Assistant City Attorney Kathleen Haggard said the way Chapters 14-18 of the Bonney Lake Municipal Code are worded that it requires any amendments to the development code go to the Planning Commission, though Council could revise this requirement. Councilmember McKibbin said he would like the issue to be discussed by the Planning Commission. Community Development Director Vodopich said these provisions are part of the development code in Title 15, and are not specifically in the sign code. Council agreed that if the Planning Commission is advised to address only these two issues and to strictly adhere to the suggested revisions that Council would approve forwarding these issues to the Planning Commission for review and recommendation. Councilmember Lewis said providing specificity to the Planning Commission will yield quicker results. Councilmember Watson said he spoke with the Code Enforcement Officer, who agreed that the revisions to the code make sense. Council forwarded the matter on to the Planning Commission and requested they bring it promptly back to the Council.

Summer School District School Board Superintendent Focus Group: Councilmember Lewis said he will be unable to attend the October 23rd Council meeting as he has been asked by the Summer School District to be a representative of the City to sit on a focus group for the School Board's selection of a new superintendent.

Metropolitan Park District: Deputy Mayor Swatman asked each Councilmember their opinion about having the Council serve as the Board for the proposed Metropolitan Park District (MPD). He said his hope is that the Council will act as the Ex-Officio Board. Councilmember Hamilton said he thinks it would be too messy having a separate Council and Board. Councilmember Lewis said he believes it is the best interest of the City to have the full Council sitting on the MPD Board primarily because of the finances involved, as well as the land use issues. Councilmember Watson said he agrees and believes the City just move forward with the public's vote on the MPD. Councilmember Watson said he thinks having the Council sit as the MPD Board would balance out the public's trust. Deputy Mayor Swatman said voters always have concerns with unknown Board members making financial decisions and he said the public needs to know the board members and trust their decisions. Mayor Johnson agreed that the Council acting as the Board is the way it should be presented. He said the City needs to educate the public about the park plan options, and also explain that it is a "wish list" and not a guarantee of what park projects will be completed. Councilmember Lewis said the public

needs to understand that those funds approved by voters for the MPD would be marked for MPD use only. Councilmember Hamilton asked if the MPD can lend monies to the City of Bonney Lake and said he knows the City can lend to the MPD. Assistant City Attorney Haggard advised there is statutory authority stating the City can lend to the MPD, however, the MPD cannot lend to the City.

Councilmember Minton-Davis said she has heard from a few individuals that a few people have said they don't want to see the Council act as the MPD Board and she hopes Park Board members do not feel that way. Mayor Johnson said he thinks the upcoming joint meeting between the Council and the Park Board will be very beneficial. Councilmember Minton-Davis advised that she will be out of town on October 30<sup>th</sup> so will be unable to attend the joint meeting. Councilmember Lewis said he thinks that as long as the Park Board knows that they are there to do their job regarding the parks aspects and the Planning Commission does their part regarding the planning aspects that their joint meeting can be successful. He said if the Park Board and Planning Commission can do that then Council will know that the work done by the two are thorough and complete and their recommendation come to the Council in harmony. Councilmember Hamilton said this joint meeting needs to conclude with the Park Board and Council leaving the meeting united so that the voters know there is a plan for the MPD that is supported by both the Park Board and the Council. Mayor Johnson said once the MPD is approved by the voters the voters need to know that there will be public hearings to address the issues in the park plans as the projects are presented and what those projects entail.

Milotte Film Festival: Councilmember Hamilton wanted to remind everyone about the Milotte Film Festival to be held at the Justice Center, 9002 Main Street E, on October 20, 2012 from 11:00 a.m. – 4:00 p.m. He said there will be a costume contest for the kids. He said this year's event will include the showing of three Walt Disney films: Seal Island, Bear Country, and Beaver Valley. All three are Milotte films and winners of Hollywood's Academy Award. Each film will be shown twice and all are very family-friendly. Councilmember Hamilton encouraged everyone to come and learn about the life and times of Alfred and Elma Milotte who were two very unique individuals who captured the art of nature.

- F. Discussion:** AB12-145 – Resolution 2248 – Intergovernmental Cooperative Purchasing Agreement between the City of Bonney Lake and Vancouver School District No. 37 (Office Furniture).

Council said they were comfortable with their earlier discussion in Agenda Item D., and this item was forwarded to the October 23, 2012 Council Meeting for action.

- G. Discussion:** AB12-142 – Ordinance D12-142 – Related to Traffic Impact Fees and AB12-143 – Ordinance D12-143 – Related to Water and Sewer System Development Charges.

Community Development Director Vodopich and Assistant City Attorney Haggard presented the proposed ordinances for the Transportation Impact Fees (TIF) and the Water and Sewer System Development Charges (SDC). He said these ordinances would grant a 100% TIF reduction to eligible businesses through a \$500,000 TIF reimbursement account and would propose a reduction for water and sewer development charges of 25% for water, and 20% for sewer. Assistant City Attorney Haggard provided a legal analysis regarding the two proposed ordinance and authorization. She said these two ordinances propose to provide a limiting tax exchange with the TIF. Mayor Johnson said the threshold the City has discussed would potentially get a new business' fees down to approximately \$100,000, which is what the City would like to offer for the reduction(s) to bring in development.

Councilmember Watson asked if there are any issues or concerns the City could face in the future by allowing these reductions. Mayor Johnson said he is not aware of any and he said the key is for the City to identify the \$500,000 to be earmarked for funding. City Administrator Morrison said the City can utilize half of the funds set aside for the YMCA. Councilmember Lewis said his fear is putting something on the books that is not utilized and said he wants to see these reductions marketed. Councilmember McKibbin said he met with Community Development Director Vodopich and he thinks it will be utilized quicker than Council thinks. The Mayor said the Council may at any time vote to close the fund for any fiscal purpose. This TIF reduction would expire and be of no further effect two years after taking effect, if the City Council votes to close the fund, or when the earmarked funds have been fully exhausted, whichever occurs first. Councilmember Hamilton clarified the percentage and asked if the City can reevaluate the eligible reduction incentive. He said he does not want to see developers just sit on a permit that is eligible for the reduction(s). Community Development Director Vodopich said a developer would have to have an issued building permit and pay the necessary fees. Councilmember Minton-Davis said she is concerned about the amount of time it may take to actually get a building permit issued if they only allow the reduction for a year. Council discussed making both ordinances effective for just one year with the allowance for extensions. Mayor Johnson said most developers have the plans in place and their permits will be processed timely, and an extension is always an option so Council can look at it again in six months to evaluate it. Both amended ordinances were forwarded to the October 23, 2012 Council Meeting for action.

**IV. ADJOURNMENT:**

**At 7:59 p.m., Councilmember Watson moved to adjourn the Council Workshop. Councilmember Lewis seconded the motion.**

**Motion to adjourn approved 6-0.**

  
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 Harwood Edvalson, MMC  
 City Clerk

  
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 Neil Johnson, Jr.  
 Mayor

Items presented to Council for the October 16th Workshop:

- Shawn Houy, Master Builders Association of Pierce County – *October 16, 2012 letter regarding Incentive for TIF and Water and Sewer Development Charges Reductions.*