

CITY COUNCIL WORKSHOP

June 4, 2013
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

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

I. CALL TO ORDER – Mayor Neil Johnson, Jr. called the workshop to order at 5:33 p.m.

II. ROLL CALL:

Administrative Services Director/City Clerk Harwood Edvalson called the roll. Elected officials attending were Mayor Neil Johnson, Jr., Deputy Mayor Dan Swatman, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson. Councilmember Mark Hamilton was absent.

Councilmember Rackley moved to approve Councilmember Hamilton's absence. Councilmember Lewis seconded the motion.

Motion approved 6 – 0.

Staff members in attendance were City Administrator Don Morrison, Chief Financial Officer Al Juarez, Chief of Police Dana Powers, City Attorney Kathleen Haggard, Administrative Services Director/City Clerk Harwood Edvalson, and Records and Information Specialist Susan Duis.

III. AGENDA ITEMS:

A. Council Open Discussion

Relay for Life: Councilmember Minton-Davis said the annual Relay for Life event is coming up on June 28-29, 2013. She noted this is directly after the AWC Conference which most of the Council plans to attend. She welcomed all to participate and join one of the two 'Team Bonney Lake' teams. Mayor Johnson also encouraged attendance but noted it is optional to participate in the charity event. Councilmember Watson thanked Councilmember Lewis for his support of the Senior Center team. Councilmember Minton-Davis said success for the event is based both on the amount of money raised and the number of people who participate.

Food Bank: Councilmember Rackley said the Bonney Lake Food Bank is raising funds to get matching donations from Century Link. Donations can be dropped off at the Justice & Municipal Center. City Administrator Morrison said Food Bank Director Stu Bowen will pick up a load of donated peanut butter and jelly from each City building on June 5th and plans to serve roasted corn as a 'thank you' to staff members who participated.

Elections: Councilmember Rackley said he and Mayor Johnson met together with editors at the Tacoma News Tribune for an interview.

Public Safety Committee: Councilmember Lewis said he attended the Public Safety Committee meeting in place of Councilmember Hamilton on June 3, 2013. He said the City's new Probation Officer has been hired, and the Committee forwarded a proposed software agreement for the probation program. He said the City is also working to get a van and trailer for the Probation Officer. He said the Public Safety Committee has been

involved in this process and he wanted the Council to be informed. The Probation Officer plans to attend a future Council Workshop to introduce himself and the new program.

Traffic Safety: Councilmember Watson requested information on how many traffic accidents have occurred due to increased development, particularly at the intersection of SR410 and 192nd Avenue East. He said this information would be helpful as the Council considers future developments. Mayor Johnson said he is not certain if exact information for certain intersections is available, but staff can pull information or perform traffic counts as needed. Councilmember McKibbin noted that WSDOT keeps statistics on SR 410.

Newspaper Editorial: Councilmember Minton-Davis referred to an editorial by past Councilmember Laurie Carter in the Courier Herald Newspaper. She said she wanted to clarify that the Community Development Committee heard a presentation on a proposed traffic signal on SR410 for the WSU Forest area, and the Committee recommended that the presentation be presented to the full council at a workshop. She again proposed to schedule the presentation for a future agenda. Councilmembers Lewis and Watson said they are also interested in hearing the presentation. Mayor Johnson said he requested additional information before the item came to a Workshop for discussion, so all concerns could be addressed at that time. He said once the information is ready he will work with the Committee chair to bring the item forward for the Full Council. He noted that although WSDOT has said they do not support a traffic signal at the proposed location, a lot depends on the specific project, funding, and the City's stance on the issue.

B. Review of Council Minutes: May 21, 2013 Workshop, and May 28, 2013 Council Meeting Minutes.

The minutes were forwarded to the June 11, 2013 Meeting for action with no corrections.

C. Discussion: AB13-69 – Motion Ratifying Administrative Policy No. 200.030 – Accounts Receivable.

City Administrator Morrison said the Finance Committee has been working on the proposed policy for about a year. He said the Government Finance Officers Association recommends that this type of policy be in place, and it has been a focus of the State Auditor's Office (SAO) in past audits. He said the goal is to get outstanding receivables off the balance sheet. He said though this is an administrative policy, it is coming before the Council as it dictates which amounts can be written off by staff, versus which must come before the Council. The proposed policy has three levels for write-offs: balances under \$150 could be written-off administratively by the Chief Financial Officer (CFO); balances from \$150 to \$10,000 would come before the Finance Committee for approval or forwarding to the full Council, and amounts over \$10,000 would come before the full Council for a motion to approve the write-off. He said the City has not written any debts off for over ten years. Councilmember Watson asked how the potential write-offs might impact the City's financials. City Administrator Morrison said staff can run an aging report for the Council.

Councilmember Lewis asked how the proposed policy compares with other cities and whether the SAO provided guidance. CFO Juarez said he received input from the SAO including a checklist of accounts receivable items to consider. He said the SAO's guidance is fairly broad, stating only that the governing body should review accounts receivables on a periodic basis.

Councilmembers discussed the proposed levels for write-off authorizations. Consensus of the Council was that the CFO should be authorized to write off a higher amount than \$150, given that proper review is done.

Councilmember Rackley expressed concern that not all write-offs will be reviewed by Councilmembers and/or the Finance Committee. He said the Finance Committee should at least receive a regular aging report and a report of all write-offs approved by the CFO. City Administrator Morrison suggested that the policy include a direction to provide a report of lower-level write-offs to the Finance Committee.

CFO Juarez said that the policy is not in its final form as the City Attorney has suggested additional revisions, but he wanted to bring it forward to the Council to determine whether it might move forward. Deputy Mayor Swatman said the proposed policy has been discussed many times by the Finance Committee. CFO Juarez said the City should also consider how it issues credit, and suggested a credit policy should also be drafted.

Councilmembers discussed the proposed levels for write-offs and whether to use the Finance Committee for an intermediary level. Consensus of the Council was to amend the first tier of write-off authority for the CFO up to \$500, with higher amounts brought before the Finance Committee and/or Full Council for approval. The proposed policy was forwarded to the July 9, 2013 Meeting for action.

D. Discussion: AB13-76 – Reed Property Residence.

Councilmembers discussed the city-owned property known as the Reed Property at 7109 Barkubein Road. City Administrator Morrison said the residence has deteriorated and staff proposes making repairs and leasing the property. He said an existing tenant who lives on City-owned property (the Renwood parcel) is interested in leasing the Reed property and doing some of the repairs. City Administrator Morrison said that according to the County Assessor's office, much of the value of this property is in the house. He noted that two large subdivisions are planned to the north and south of the property, and in a couple of decades this property could be included in the CUGA and be very useful to the City. He noted that the parcel could be short-platted in the future, separating the house from the farm.

Councilmembers discussed the projected costs for repairs and rehabilitation of the house and whether it should be leased to a tenant. Councilmember Watson said he does not support additional spending to repair the house. Councilmember Minton-Davis said the utility bill for the property is quite high, and questioned whether the proposed repairs would make it more efficient. Councilmember Rackley suggested the City request the property be valued to determine the cost/benefit for repairing or demolishing the home. Mayor Johnson said he would like to keep the house, but has concerns that it will be too expensive to maintain in the long-term.

Councilmember Lewis said he does not support repairing and leasing the house. Councilmember McKibbin said he would support leasing the property if it looked like it would pay the City back. He said part of the house may be worth saving, but his long-term interest is to use the property for Public Works, and he would not vote in favor of rehabilitating the house. Councilmember Rackley said the City did not buy the property for the house; he said the house was incidental to the property purchased for the utility, and it has become costly.

Council consensus was that the Reed Property house not be rehabilitated or repaired, and instead removed.

- E. Discussion:** AB13-77 – Proposed Cancellations of June 25, 2013 Council Meeting and August 6, 2013 Council Workshop.

Councilmembers discussed that the June meeting has traditionally been cancelled to allow for attendance at the annual Association of Washington Cities Conference, and the August workshop has been cancelled in the past to allow for participation in National Night Out celebrations.

- IV. EXECUTIVE SESSION:** None.

- V. ADJOURNMENT:**

At 6:27 p.m., Councilmember Lewis moved to adjourn the Council Workshop. Councilmember Watson seconded the motion.

Motion to adjourn approved 6 – 0.



Harwood Edvalson, MMC
City Clerk



Neil Johnson, Jr.
Mayor

Items presented to Council for the June 4, 2013 City Council 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.