

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Dave Harman
5. Nicola McDonald
6. Greg Hogan
7. Scott Drennen



ORTING CITY COUNCIL

Special Study Session Meeting Minutes
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
March 21, 2018
6PM.

CHAIR, DEPUTY MAYOR DAVE HARMAN

1. CALL STUDY SESSION TO ORDER, PLEDGE AND ROLL CALL

Deputy Mayor Harman called the meeting to order at 6:05pm. Councilmember Drennen led the pledge of allegiance.

Councilmembers Present: Deputy Mayor Dave Harman, Councilmembers Tod Gunther, Scott Drennen, Michelle Gehring and Greg Hogan. Councilmember McDonald will be late due to traffic. *(Councilmember McDonald arrived at 6:18pm)*

Councilmembers Absent: Councilmember Kelly.

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer. Mayor Penner was also present.

2. COMMITTEE REPORTS & DISCUSSION

Public Works

Councilmember Drennen reported on the following Committee items:

- SR162 Pedestrian Bridge project
- Land acquisitions and easements
- Kansas Street upgrade
- SW Connector
- Fema mapping
- Public Works building project
- Asset management
- GIS

Public Safety

Councilmember Hogan reported on the following Committee items:

- Fire District will take the lead on Emergency Preparedness
- Search and Rescue Policy
- Recreational Vehicle Ordinance

Community and Government Affairs

Councilmember Gunther briefed on the following Committee items

- Code of conduct
- Homeless policy- RV parking- affordable housing- 24 parking regulations
- Video recording of City Meetings
- Parks

Councilmember McDonald spoke about how committee meetings are supposed to run and how and when reports should be brought forth to a study session or meeting. She stated the

flow should go from committee to study session to meeting. She also expressed concerns regarding committing the entire Council to a decision or a particular course of action during committee report time. She stated that puts the City at risk. Councilmember Gunther did not agree with her assessment.

Mayor Penner reminded Councilmembers that they can say "I am doing this, but should not say we are doing this". Councilmember McDonald stated that items need to go thru Committee first before they are discussed at Council meetings. Councilmember Drennen stated that it will take some time for Councilmembers to adjust to the new process of keeping discussions in committees until they are completed and are advanced to a study session.

3. STAFF REPORTS

City Clerk

City Clerk Jane Montgomery gave a briefing on the memo from the City Attorney regarding consent agenda items and how items will flow now that they have enacted a study session. Council was also provided 2 flow charts, a mock agenda bill, and a final mock agenda of an item moving from committee to study session to final vote at a Council meeting. This is the process created by Mayor Penner and staff geared toward increasing efficiency and streamlining regular meetings of the City Council.

Council was asked if they wanted the proposed Title 13, 12 and 10 which will be discussed at the Planning Commission meeting and hearing on April 2nd, and then again at a hearing at the April 11th meeting of the City Council, to go to the study session on the 18th of April or straight to the meeting on the 25th. Consensus was to have it go to study session on the 18th prior to the meeting on the 25th.

Treasurer

Scott Larson, Treasurer reported on the following

- Exit interview with the Auditor is coming up and Council must RSVP if more than three want to attend as that would need to be noticed. The meeting is on the 30th at 2:00pm. Councilmembers need to contact staff by Monday the 26th if they plan to attend.
- RFP went out for IT services on March 6th, responses are due April 6th. There will be a review on April 12th, at 3:00pm.
- State Law requires that a private vendor be used for Business Licensing or the State. The City had already explored the State option which is relatively seamless and efficient. The City anticipates being able to complete the process by the end of the year. Code updates may be required. There is a small administrative fee.
- Review of Finance Report/Revenue and Expenses.

Deputy Mayor Harman would like additional finance reports for the public. Treasurer Larson will begin working on a quarterly report for a televised meeting. Councilmember Drennen would also like the City Engineer to provide a quarterly report on City projects.

Mayor Penner

Mayor Penner reported that Chief Drake's retirement will commence on March 31st. He briefed that the environment is currently not good for recruitment of a new Chief. He would like to appoint Lt. Gard as the Interim Chief, which requires Council confirmation, and then take a look at the environment in 6 months. Council decided they would rather re-evaluate again in 3 months. Funds were not in the budget this year for a national search. Council felt this was a good plan as it will create stability and continuity. The Mayor agrees that an open process with Council in three months is a good idea. Lt Gard has been encouraged by the

Mayor to deliver a vision, a plan, and then execute a plan which the Council and the Mayor can evaluate at a later date.

Councilmember Drennen would like a quarterly report from Lt. Gard as well. Council agreed to put the vote for confirmation of the appointment of Lt. Gard on the consent agenda at the meeting of April 11th.

Administrator Bethune briefed that the City has given a conditional offer of appointment to a candidate for the Public Works Director position. His appointment by the Mayor and request for confirmation by Council, will be advanced to the Council meeting on April 11th.

4. WATER METER PURCHASE - APPROVAL OF SOLE SOURCE VENDOR.

Scott Larson briefed. The City replaces about 150 water meters per year and has an additional 100 water meters that are installed as water customers request water service. This items exceeds the Mayor's purchasing authority, and has to have Council approval. The City's remotely read meters are manufactured by Neptune, and Core & Main is the sole source distributor of the meters in the United States. The City's Purchasing Policy (Part IX Section 2) requires that Council to approve an exemption for Sole Source Suppliers.

Action: Advance to Consent Agenda for the Council Meeting of March 28, 2018.

5. UTILITY MAPPING UPDATE & GEOGRAPHIC INFORMATION SYSTEM (GIS) DEVELOPMENT

JC Hungerford briefed that the City desires to update their utility mapping as well as develop a GIS mapping system. This project anticipates updating the electronic mapping to reflect system changes documented by Orting Public Works Staff, updating areas of residential development, and compilation of the electronic files into a readily accessible web based GIS system that will allow real time field access to the data to be used as a companion to the hard copy mapping kept in the office. The GIS systems may also serve as a foundation for implementation of a future asset management program. Parametrix proposes to assist Orting with development of a Web based a GIS system that will include GIS-based representations of pipes, valves, manholes, catch basins, roads and other infrastructure and will be accessible to Orting staff via customized web maps and tablet applications.

Action: Advance to Consent Agenda for the Council Meeting of March 28, 2018.

6. ADJOURNMENT

Deputy Mayor Harman Adjourned the study session at 7:55pm.

ATTEST:



Jane Montgomery, City Clerk, CMC



Joshua Penner, Mayor