

## COUNCILMEMBERS

### Position No.

1. Tod Gunther
2. John Kelly
3. Tony Belot
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Scott Drennen



## ORTING CITY COUNCIL

### Study Session Agenda

Virtual Meeting  
104 Bridge St. S., Orting, WA  
April 21<sup>st</sup>, 2021, 6PM.

### CHAIR, DEPUTY MAYOR GREG HOGAN

#### 1. CALL MEETING TO ORDER, PLEDGE AND ROLL CALL.

**\*The City is utilizing remote attendance for Councilmembers and City employees. Please note: OPMA rules regarding provision for the public in a space have been suspended by proclamation of the Governor. The meeting is however, available for the public. To join the meeting on a computer or mobile phone:**

<https://bluejeans.com/988903189-> Phone Dial-in+1.408.419.1715 or +1.408.915.6290

Meeting ID: 988 903 189

#### 2. PRESENTATIONS

A. **AB21-32-** Whitehawk/Highway162 Intersection Control Discussion.

✚ *JC Hungerford / Jack Wright / Scott Larson*

B. Legislative Update- Joe DePinto.

✚ *Mayor Penner*

#### 3. COMMITTEE REPORTS

**Community and Government Affairs-** *CM Kelly / CM Williams*, **Public Safety-** *CM Belot / CM Gunther*, **Public Works-** *CM Drennen / CM Bradshaw*

#### 4. STAFF REPORTS

#### 5. AGENDA ITEMS

A. **AB21-33-**Potential Code Amendments.

✚ *Emily Adams*

B. **AB21-34-**2020 Lift Station Projects Notice of Award.

✚ *CM Drennen /CM Bradshaw /JC Hungerford*

C. **AB21-36-** Highway 162 Bridge Update and Aesthetics Discussion.

✚ *JC Hungerford*

D. **AB21-35-** Resolution No. 2021-05 – Establishing 2021 Council Goals.

✚ *Scott Larson / Mayor Penner*

E. **AB21-29-** Council Rule Change- Section 4.4.1(8), Order Of Business.

✚ *CM Kelly / CM Williams*

F. **AB21-31-** Farmers Market Sponsorship- Resolution No. 2021-04, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing City Sponsorship Of The Orting Valley Farmer's Market.

✚ *CM Kelly / CM Williams*

#### 6. ADJOURNMENT

**Motion: To Adjourn.**



**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Whitehawk/ Highway 162 Intersection Control Discussion</b>	<b>AB21-32</b>	<b>N/A</b>	<b>4.21.21</b>	
	<b>Department:</b>	Engineering		
	<b>Date Submitted:</b>	April 15, 2021		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	Discussion Item			
<b>Submitted By:</b>	JC Hungerford, PE/Scott Larson			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> None				
<b>SUMMARY STATEMENT:</b>				
<p>The City is working on the design of the Whitehawk Bypass which will connect through to Kansas. As part of the design process the engineering staff submitted draft plans to WSDOT as they have jurisdiction over intersections and channelization on state highways. The feedback we received from WSDOT that their preferred intersection control is a roundabout. Since there are no current roundabouts on HWY 162 we have invited WSDOT to discuss intersection control and discuss staff's primary concerns including 1. Corridor Consistency; 2. Pedestrian Safety at the roundabout, especially Foothills Trail crossing; 3. Efficiency of a roundabout during an evacuation.</p>				
<b>RECOMMENDED ACTION:</b> Discussion				
<b>FUTURE MOTION:</b> None.				



**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Potential Code Amendments</b>	<b>AB21-33</b>	<b>N/A</b>	<b>4.21.21</b>	
	<b>Department:</b>	Planning		
	<b>Date Submitted:</b>	4.12.21		
<b>Cost of Item:</b>	<u>\$NA</u>			
<b>Amount Budgeted:</b>	<u>\$NA</u>			
<b>Unexpended Balance:</b>	<u>\$NA</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	TBD			
<b>Submitted By:</b>	Emily Adams (Planner)			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Staff memo				
<b>SUMMARY STATEMENT:</b>				
<p>Since becoming the City’s contract planner in October 2020, I have been keeping track of any necessary or suggested amendments to the Orting Municipal Code. The attachment includes a list of potential code amendments for Council to review and provide direction on which are priorities in the coming months.</p>				
<b>NEXT STEPS:</b> Provide direction to staff on which code amendments Council would like to see happen in the coming months.				




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<b>TO:</b>	Mayor and City Councilmembers	<b>DATE:</b>	April 12, 2021
<b>FROM:</b>	Emily Adams, AICP Contract City Planner	<b>PROJECT TYPE:</b>	Municipal Code
		<b>SUBJECT:</b>	Potential Code Amendments

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Since becoming the City’s contract planner in October 2020, I have been keeping track of any necessary or suggested amendments to the Orting Municipal Code.

Per OMC 15-12-4, staff cannot initiate an amendment. An amendment to the zoning title or other official controls may be initiated by:

1. The City Council requesting the Planning Commission to set the matter for hearing and recommendations.
2. The Planning Commission with the concurrence of the Administrator.
3. One or more property owners directly affected by a proposal through a petition to the City.
4. Citizen advisory committees or organizations through a petition to the City.

Therefore, staff is looking for direction from the Council on which (or in which order) it wishes to see suggested code amendments be addressed over the coming months. The list of suggested amendments below is staff-created based on my review and use of the code or suggestions from other departments. The list is ordered from anticipated least time intensive to anticipated most intensive. Staff is happy to look into other amendments Council identifies as well.

**Suggested Amendments**

- Planning Commission Recommendation & Appeal
  - Revise OMC 15-9-2-D to clarify process in which Planning Commission forwards recommendations to Council. The code currently requires the Commission adopt a resolution, which is not the current practice.
  - Revise OMC 15-10-2 which needs to state appeal of Planning Commission recommendation and *decision*. The current code only deals with appealing Planning Commission recommendation (to City Council) with no language about procedures to appeal a Planning Commission decision.
- Alternative Landscape Plan
  - This is allowed per Orting’s code, but the decision authority needs to be more clearly stated as either with the Administrator or Planning Commission (as part of ADR).
- Pipestem/ flag lots
  - Add definition to Title 13 OMC (Development Regulations). There only exists a definition in Title 12 OMC (Subdivision Regulations).
  - Either revise definition completely or define terms within definition to make regulating these lots easier and predictable.

- Clean up flag-lot regulations to fix inconsistencies.
- Definitions
  - Uses definition
    - Add definitions for every use in the use table for clarity and predictability in the code.
    - Update types of daycare facilities for consistency.
  - Do a consistency check between Title 12 OMC (Subdivision Regulations) and Title 13 OMC (Development Regulations) definitions. Relevant ones were updated as part of the HB 1923 code amendments, but there are still inconsistent definitions present.
- Tiny Homes
  - Add language regarding tiny homes regulations as the City's Planning and Building Departments have received multiple inquiries about this type of home and our code does not speak specifically to the use.
- Site Plan Review
  - Add a site plan review chapter that includes specific application requirements and review criteria.
  - The City's fee schedule differentiates between major and minor Site Plan Review, this needs to be consistent with the Municipal Code.
    - Determine difference between major and minor site plan reviews
  - *Related:* Site Plan Review/Conditional Use Permit (CUP)
    - Site plan review is currently a Type 3a Planning Commission decision.
    - When both site plan review and a conditional use permit are required, they are processed collectively under a Type 3a Planning Commission decision (CUPs are otherwise a Type 3, Hearing Examiner decision). Council has expressed interest in changing the CUP process.
    - Site plan review could be a Type 2 (administrative), 3 (hearing examiner), or 4 (Council) decision depending on Council's preference. There could be more than one type of site plan review process e.g. major/minor.

EA/wc

c: Scott Larson, City Administrator - City of Orting  
Wayne Carlson, Principal – AHBL, Inc.

Q:\2019\2190800\30\_PLN\Working\_Files\36 Code\Potential Code Updates.docx



**City Of Orting  
Council Agenda Bill Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: 2020 Lift Station Projects Notice of Award</b>	<b>AB21-34</b>	<b>Public Works</b>	<b>4.21.21</b>	
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	4/15/21		
<b>Cost of Item:</b>	<u>\$ 1,444,088</u>			
<b>Amount Budgeted:</b>	<u>\$ 1,400,000</u>			
<b>Unexpended Balance:</b>	<u>\$ (44,088)</u>			
<b>Bars #:</b>	408.594.35.63.33, 408.594.35.63.34			
<b>Timeline:</b>	Urgent			
<b>Submitted By:</b>	JC Hungerford, PE			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Certified Bid Tab				
<b>SUMMARY STATEMENT:</b>				
<p>Bids were opened for the 2020 Lift Station Projects on April 6, 2020. Pease &amp; Sons Inc., is the low bidder for the project. Their bid is \$1,444,088 vs a City Budget of \$1,400,000. Given the current bidding climate, the Public Works Committee is recommending issuing notice of award.</p>				
<b>RECOMMENDED ACTION:</b> Move Forward To The Next Council Meeting On April 28 <sup>th</sup> , 2021.				
<b>FUTURE MOTION:</b> <i>To Award Schedule 1 And Schedule 2 To Pease &amp; Sons Inc., In The Amount Of \$1,444,088.</i>				

Parametrix, Inc.  
1019 39th Ave SE, Ste. 100  
Puyallup, WA 98374

Project Name: 2020 Lift Station Upgrades Project  
ENGINEERS ESTIMATE

							Bidder #1 Pape and Sons Construction, Inc.		Bidder #2 Pease and Sons, Inc.		Bidder #3 Northwest Cascade, Inc.		
SCHEDULE 1 - PUYALLUP RIVER LIFT STATION													
Item No.	Spec.	Section	Description	Unit	Qty	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1		1-04	Minor Change	EQ ADJ	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
2		1-09	Mobilization	LS	1	\$ 75,000.00	\$ 75,000.00	\$ 27,500.00	\$ 27,500.00	\$ 69,890.00	\$ 69,890.00	\$ 90,000.00	\$ 90,000.00
3		2-02	Removal of Structures and Obstructions	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 8,281.00	\$ 8,281.00	\$ 35,000.00	\$ 35,000.00
4		2-02	Potholing	EA	2	\$ 800.00	\$ 1,600.00	\$ 400.00	\$ 800.00	\$ 1,656.50	\$ 3,313.00	\$ 825.00	\$ 1,650.00
5		2-02	Abandon Existing Sanitary Sewer	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 441.00	\$ 441.00	\$ 2,600.00	\$ 2,600.00
6		2-02	Remove/Abandon Existing Lift Station and Wet Well	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 11,000.00	\$ 11,000.00	\$ 5,521.00	\$ 5,521.00	\$ 3,500.00	\$ 3,500.00
7		2-03	Gravel Backfill for Site Grading, Incl. Haul	CY	50	\$ 50.00	\$ 2,500.00	\$ 85.00	\$ 4,250.00	\$ 110.42	\$ 5,521.00	\$ 82.00	\$ 4,100.00
8		2-09	Shoring or Extra Excavation Class B	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	\$ 88,334.00	\$ 88,334.00	\$ 33,000.00	\$ 33,000.00
9		4-04	Permeable Ballast	Ton	35	\$ 45.00	\$ 1,575.00	\$ 60.00	\$ 2,100.00	\$ 110.43	\$ 3,865.05	\$ 70.00	\$ 2,450.00
10		7-05	Sanitary Sewer Manhole 48 In. Diam. Type 1 (Saddle)	EA	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 18,734.00	\$ 18,734.00	\$ 12,500.00	\$ 12,500.00
11		7-08	Extra Excavation Including Haul	CY	15	\$ 45.00	\$ 675.00	\$ 50.00	\$ 750.00	\$ 66.20	\$ 993.00	\$ 71.00	\$ 1,065.00
12		7-08	Foundation Material	Ton	25	\$ 50.00	\$ 1,250.00	\$ 50.00	\$ 1,250.00	\$ 77.32	\$ 1,933.00	\$ 93.00	\$ 2,325.00
13		7-15	Water Service Connection 1 In. Diam.	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00	\$ 13,851.00	\$ 13,851.00	\$ 7,500.00	\$ 7,500.00
14		7-17	Ductile Iron Pipe for Sanitary Sewer Force Main 4 In. Diam.	LF	30	\$ 200.00	\$ 6,000.00	\$ 250.00	\$ 7,500.00	\$ 293.53	\$ 8,805.90	\$ 378.00	\$ 11,340.00
15		7-17	PVC Sanitary Sewer Pipe 12 In. Diam.	LF	41	\$ 200.00	\$ 8,200.00	\$ 165.00	\$ 6,765.00	\$ 513.44	\$ 21,051.04	\$ 356.00	\$ 14,596.00
16		7-17	Temporary Sewage Bypass Pumping System	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00	\$ 38,182.00	\$ 38,182.00	\$ 41,000.00	\$ 41,000.00
17		8-01	Erosion/Water Pollution Control	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 1,105.00	\$ 1,105.00	\$ 17,000.00	\$ 17,000.00
18		8-01	Dewatering	LS	1	\$ 100,000.00	\$ 100,000.00	\$ 117,000.00	\$ 117,000.00	\$ 81,158.00	\$ 81,158.00	\$ 115,000.00	\$ 115,000.00
19		8-12	Chain Link Fence, 6 Ft. Height	LF	150	\$ 45.00	\$ 6,750.00	\$ 50.00	\$ 7,500.00	\$ 45.49	\$ 6,823.50	\$ 47.00	\$ 7,050.00
20		8-12	Double 20 Ft. Chain Link Gate	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 2,800.00	\$ 2,800.00	\$ 872.00	\$ 872.00	\$ 2,500.00	\$ 2,500.00
21		8-12	Single 6 Ft. Chain Link Gate	EA	1	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00	\$ 2,466.00	\$ 2,466.00	\$ 950.00	\$ 950.00
22		Part 2, CSI	Lift Station Improvements	LS	1	\$ 550,000.00	\$ 550,000.00	\$ 600,500.00	\$ 600,500.00	\$ 537,168.00	\$ 537,168.00	\$ 628,000.00	\$ 628,000.00
<b>Subtotal Bid Schedule</b>							\$ 866,250.00	\$ 879,215.00	\$ 943,308.49	\$ 1,058,126.00			
<b>Sales Tax (9.3 percent)</b>							\$ 80,561.25	\$ 81,767.00	\$ 87,727.69	\$ 98,405.72			
<b>TOTAL BID SCHEDULE (subtotal plus sales tax)</b>							\$ 946,811.25	\$ 960,982.00	\$ 1,031,036.18	\$ 1,156,531.72			
SCHEDULE 2 - RAINIER MEADOWS LIFT STATION													
Item No.	Spec.	Section	Description	Unit	Qty	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1		1-04	Minor Change	EQ ADJ	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
2		1-09	Mobilization	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 17,500.00	\$ 17,500.00	\$ 19,875.00	\$ 19,875.00	\$ 40,000.00	\$ 40,000.00
3		1-10	Project Temporary Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,760.00	\$ 2,760.00	\$ 14,600.00	\$ 14,600.00
4		2-02	Removal of Structures and Obstructions	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 8,834.00	\$ 8,834.00	\$ 3,000.00	\$ 3,000.00
5		2-02	Potholing	EA	3	\$ 800.00	\$ 2,400.00	\$ 400.00	\$ 1,200.00	\$ 1,472.33	\$ 4,416.99	\$ 825.00	\$ 2,475.00
6		2-09	Shoring or Extra Excavation Class B	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ 5,521.00	\$ 5,521.00	\$ 3,000.00	\$ 3,000.00
7		4-04	Crushed Surfacing Top Course	Ton	35	\$ 80.00	\$ 2,800.00	\$ 40.00	\$ 1,400.00	\$ 55.23	\$ 1,933.05	\$ 60.00	\$ 2,100.00
8		5-04	Commercial HMA	Ton	5	\$ 650.00	\$ 3,250.00	\$ 1,000.00	\$ 5,000.00	\$ 629.60	\$ 3,148.00	\$ 550.00	\$ 2,750.00
9		7-17	Temporary Sewage Bypass Pumping System	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 16,000.00	\$ 16,000.00	\$ 20,084.00	\$ 20,084.00	\$ 21,000.00	\$ 21,000.00
10		8-01	Erosion/Water Pollution Control	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 662.00	\$ 662.00	\$ 5,400.00	\$ 5,400.00
11		8-04	Cement Conc. Curb and Gutter	LF	34	\$ 100.00	\$ 3,400.00	\$ 100.00	\$ 3,400.00	\$ 97.44	\$ 3,312.96	\$ 102.00	\$ 3,468.00
12		Part 2, CSI	Lift Station Improvements	LS	1	\$ 300,000.00	\$ 300,000.00	\$ 364,000.00	\$ 364,000.00	\$ 314,034.00	\$ 314,034.00	\$ 460,000.00	\$ 460,000.00
<b>Subtotal Bid Schedule</b>							\$ 410,350.00	\$ 442,000.00	\$ 399,581.00	\$ 572,793.00			
<b>Sales Tax (9.3 percent)</b>							\$ 38,162.55	\$ 41,106.00	\$ 37,161.03	\$ 53,269.75			
<b>TOTAL BID SCHEDULE (subtotal plus sales tax)</b>							\$ 448,512.55	\$ 483,106.00	\$ 436,742.03	\$ 626,062.75			
BID SUMMARY													
<b>TOTAL SCHEDULE 1:</b>							\$ 946,811.25	\$ 960,982.00	\$ 1,031,036.18	\$ 1,156,531.72			
<b>TOTAL SCHEDULE 2:</b>							\$ 448,512.55	\$ 483,106.00	\$ 436,742.03	\$ 626,062.75			
<b>TOTAL SCHEDULE 1 AND 2 COMBINED:</b>							\$ 1,395,323.80	\$ 1,444,088.00	\$ 1,467,778.21	\$ 1,782,594.47			

Sealed bids were opened at the City of Orting, City Hall  
104 Bridge Street S, Orting, WA at 10:00 AM April 6, 2021

I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcription of the unit prices and total amount bid.

Signature/Date



4/6/2021

\*\*\*Apparent Low Bidder



**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b> Highway 162 Bridge Update and Aesthetics Discussion	<b>AB21-36</b>	<b>N/A</b>	<b>4.21.21</b>	
	<b>Department:</b>	Engineering		
	<b>Date Submitted:</b>	April 15, 2021		
<b>Cost of Item:</b>	<u>N/A</u>			
<b>Amount Budgeted:</b>	<u>N/A</u>			
<b>Unexpended Balance:</b>	<u>N/A</u>			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	Discussion			
<b>Submitted By:</b>	JC Hungerford/Larson			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> None.				
<b>SUMMARY STATEMENT:</b>				
<p>Funding: The City’s funding package for the bridge is moving through the legislature. Our project is fully funded in the House version of the transportation package. We are hoping that through the reconciliation process our project is fully funded in the bill that makes it to the Governor’s desk.</p> <p>Design: The bridge design is nearing completion. One of the big items left is the design of the railings across the bridge. The Public Works committee is recommending that we form an ad-hoc committee comprised of council, staff, members of the public and project stakeholders. The ad-hoc committee would review different railing designs and finishing touches, and make a final recommendation to the council.</p>				
<b>RECOMMENDED ACTION:</b> Discuss formation of ad-hoc committee and appoint council members to committee.				
<b>FUTURE MOTION:</b> None.				





**City Of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Resolution 2021-05 – Establishing 2021 Council Goals</b>	<b>AB21-35</b>	<b>N/A</b>	<b>4.21.21</b>	
	<b>Department:</b>	Executive		
	<b>Date Submitted:</b>	April 14, 2021		
<b>Cost of Item:</b>		<u>N/A</u>		
<b>Amount Budgeted:</b>		<u>N/A</u>		
<b>Unexpended Balance:</b>		<u>N/A</u>		
<b>Bars #:</b>		N/A		
<b>Timeline:</b>		None		
<b>Submitted By:</b>		Scott Larson		
<b>Fiscal Note:</b> None.				
<b>Attachments:</b> Resolution 2021-05				
<b>SUMMARY STATEMENT:</b> Council committees have been discussing 2021 goals since January and the whole council met at a Special Meeting in March to discuss all submitted goals. Goals were further refined at April committee meetings. Currently there are 16 goals that have been agreed on with timelines to complete the goals by the end of 2021 or early 2022. The creation of goals allows committee work to be planned and provides expectations to staff on what we should be focusing our time on. The goals also allow us to be accountable to the council and focus on the agreed upon policy priorities. Staff will provide committees with periodic updates on progress through the end of the year.				
<b>RECOMMENDED ACTION:</b> Move forward to the Council Meeting on April 28 <sup>th</sup> , 2021.				
<b>FUTURE MOTION:</b> <i>To Adopt Resolution No. 2021-05, A Resolution Of The City Of Orting Establishing 2021 Goals.</i>				

**CITY OF ORTING  
WASHINGTON**

**RESOLUTION NO. 2021-05**

**A RESOLUTION OF THE CITY OF ORTING,  
ESTABLISHING COUNCIL GOALS AND TIMELINE.**

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**WHEREAS**, the City of Orting establishes annual goals which establishes committee priorities and staff support of council committees for the year; and

**WHEREAS**, the Council met on March 23, 2021 for a Special Council Meeting to review and discuss goals and timeline for 2021 goal completion; and

**WHEREAS**, Committees met in early April to further refine, clarify and add additional goals;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1. Adoption of Goals.** The City Council adopts its 2021 Goals as shown in Exhibit A.

**Section 2. Effective Date.** This resolution shall take effect and be in full force immediately upon its passage.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 28<sup>th</sup>, DAY OF APRIL, 2021.**

CITY OF ORTING

\_\_\_\_\_  
Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Jane Montgomery, City Clerk, CMC

Approved as to form:

\_\_\_\_\_  
Charlotte A. Archer  
Inslee Best  
City Attorney

## EXHIBIT A

Exhibit A: 2021 Goals

Goal	Committee	Responsible		Staff		Commission		Council		Public		Completion	
		Staff	Date	Action	Date	Action	Date	Action	Date	Action	Date	Measurement	
1 Professional Development & Training	Council	Larson & all Directors	Spring 2021	Survey staff and compile proposed professional development and training	N/A	N/A	July 2021	Review at a high level proposed professional development and training	N/A	N/A	Dec. 2021	Training plans are complete and training costs are incorporated in 2022 Budget	
2 Public Engagement	Council	Larson	May 2021	Compile and create relevant materials	N/A	N/A	June 2021	Council committees will be presented with materials relevant to their areas of oversight.	Summer 2021	Staff will engage public at summer events including Farmer's Market	End of Year	Staff will have attended at least 5 Farmer's Market's and at least 1 Fall event	
3 Transportation Funding (TBD)	Council	Larson/Russo	Summer 2021	Staff will provide proposals and support to council committee	N/A	N/A	Summer 2021	Committee will review proposals/ideas and make recommendation to whole council on how to proceed.	TBD	TBD	Sept. 2021	Council will decide if they desire to move forward a transportation funding package	
4 Cemetery Improvements	Council	Larson/Reed	Summer 2021	Staff will provide proposals and support to council committee	N/A	N/A	Spring/Summer 2021	Committee will review proposals/ideas and make recommendation to whole council on how to proceed.	TBD	TBD	Aug. 2021	Committee will propose any desired improvements for incorporation into 2022 Budget	
5 Conditional Use Permit (CUP) Update	CGA	Adams	Spring 2021	Contract staff will review and provide policy recommendations with regard to the CUP code.	Summer 2021	Planning Commission will review and provide a policy recommendation to council	TBD	Council will review Staff recommendations and Planning Commission recommendations for any desired code updates.	N/A	N/A	Oct. 2021	Council will deliberate policy directions related to CUP	

2021 Goals

	<u>Goal</u>	<u>Committee</u>	<u>Responsible Staff</u>	<u>Staff Date</u>	<u>Staff Action</u>	<u>Commission Date</u>	<u>Commission Action</u>	<u>Council Date</u>	<u>Council Action</u>	<u>Public Date</u>	<u>Public Action</u>	<u>Completion Date</u>	<u>Completion Measurement</u>
6	Electronic Council Packet Management	CGA	Montgomery	Summer 2021	Research and get vender proposals	N/A	N/A	Fall 2021	Funding for this may be proposed in the 2022 Budget	N/A	N/A	Aug. 2021	Committee will create 2022 Budget request
7	Park Plan Update	CGA	Larson/ Adams	Summer 2021	Staff will complete an update of the parks plan to allow the City to maintain its eligibility for grants	Fall 2021	Staff will engage Parks Board with proposed updates to parks Plan	Ongoing - Winter 2021/ 2022	Council will be provided periodic updates on Parks Plan and approve plan next winter	Summer 2021	Staff will solicit input and feedback from public regarding Parks Plan Update	Jan. 2022	Council will deliberate on proposed Park Plan updates
8	Sign Code Update	CGA	Adams	Spring 2021	Contract staff will review and provide policy recommendations with regard to the sign code.	Summer 2021	Planning Commission will review and provide a policy recommendation to council	TBD	Council will review Staff recommendations and Planning Commission recommendations for any desired code updates.	TBD	Staff will solicit input and feedback from businesses and public regarding proposed changes to sign code.	Oct. 2021	Council will deliberate on proposed Sign Code amendments
9	Body Camera Investigation/ Policy	Public Safety	Gard	Summer 2021	Research applicability and policy implications	N/A	N/A	Fall 2021	Funding for this may be proposed in the 2022 Budget	Summer 2021	Staff will engage the public for feedback over the summer	Aug. 2021	Public Safety will create 2022 Budget Request or reject Body Cameras for 2022
10	PD Accreditation	Public Safety	Gard	Spring/ Summer 2021	Staff will engage in LEMAP process	N/A	N/A	?	When LEMAP is complete council will evaluate results and recommendations before moving on to next steps of Accreditation	Summer 2021	PD Will engage the public with information related to the value of moving through the process of accreditation.	TBD	Council will deliberate on any policy recommendations that come from LEMAP process

2021 Goals

	Goal	Committee	Responsible		Staff		Commission		Council		Public		Completion	
			Staff	Date	Action	Date	Action	Date	Action	Date	Action	Date	Measurement	
11	Asset Management Implementation	Public Works	Reed	Ongoing	Staff will provide quarterly updates to Public Works Committee on implementation	N/A	N/A	Ongoing	Committee Members can provide periodic updates to Council on progress	N/A	N/A	Dec. 2021	Staff will have identified and cataloged approximately 50% of our plant assets, staff will be utilizing Asset Management to break out Proactive, Reactive and Task work to get a baseline for 2022	
12	Dump truck /Snowplow/ Trailer	Public Works	Reed	Summer 2021	Staff will research various dump truck options	N/A	N/A	Fall 2021	Funding for this should be proposed in the 2022 Budget	N/A	N/A	Aug. 2021	Committee will propose responsive dump truck budget request for incorporation into 2022 Budget	
13	Rebranding Wet Utilities	Public Works	Larson	Summer 2021	Staff will provide support to council policy direction	N/A	N/A	Summer 2021	Public Works Committee will investigate rebranding the wet utilities and make proposal to council	TBD	Staff will update outreach materials to reflect any policy changes	Aug. 2021	Council will adopt rebranding of Wet Utilities or will drop proposal	
14	Sidewalk Policy Review	Public Works	Reed	Summer 2021	Staff will provide support to council policy direction	N/A	N/A	Summer 2021	Public Works will review Sidewalk Policy and make recommendations to council if necessary	TBD	Staff will engage public with any changes to sidewalk policy.	October 2021	Council will deliberate proposed changes to Sidewalk Policy	

2021 Goals

	<u>Goal</u>	<u>Committee</u>	<u>Responsible</u>		<u>Staff</u>		<u>Commission</u>		<u>Council</u>		<u>Public</u>		<u>Completion</u>	
			<u>Staff</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Action</u>	<u>Date</u>	<u>Measurement</u>	
15	WWTP Upgrade	Public Works	Hungerford	Summer 2021	Engineering will start design phase of WWTP upgrade	N/A	N/A	Ongoing	Public Works Committee will provide council oversight of the project and policy direction	Summer 2021	Staff will engage public with the city's plans to upgrade WWTP and the benefits of the proposed solids handling	Mar. 2022	WWTP will be shovel ready and ready for bid	
16	Community Policing	Public Safety	Gard	Dec. 2021	Police Staff will visit the brick and mortar businesses in town; Police Staff will attend at least one HOA meeting for each of our neighborhoods; staff will document contact with both	N/A	N/A	July & Oct. 2021, Jan. 2022	Staff will provide Quarterly reports to Committee and Committee will brief council on outreach.	N/A	N/A	Dec. 2021	Staff will have visited all brick and mortar and attended HOA meetings. Summary will be provided to Committee.	

## 2021 Goal Descriptions:

1. Professional Development & Training: Directors will survey staff regarding training interests in the spring and lay out required and desired training and the associated costs to include in the budget for the following years. Department Directors will ensure that adequate time is scheduled to allow employees to fully engage in training. Staff should attend a minimum of one external professional development training per year and directors should attend at least one professional conference per year. Directors are encouraged to participate in leadership roles in the relevant professional development organizations that they belong to. Council is also encouraged to engage in Professional Development training related to their role as councilmembers.
2. Public Engagement: Staff will develop public engagement materials related to Public Works, Parks, Police and Emergency Management. Committees will review materials in June. Staff will setup a booth at the Farmer's Market over the Summer and Council and Mayor are encouraged to participate in outreach as well.
3. Transportation Funding: Two Options:
  - a. Ad-hoc committee: Council will appoint an ad-hoc committee with staff support to evaluate transportation funding options. Ad-hoc committee will make a recommendation to whole council.
  - b. CGA: Same as ad-hoc except Public Works will be committee taking lead.
4. Cemetery Improvements: Two Options:
  - a. Ad-hoc committee: Council will appoint an ad-hoc committee with staff support to evaluate the needs of the cemetery. Staff will prepare plans, RFP's or other needed documents to prepare pricing for various improvement options.
  - b. CGA: Same as ad-hoc except CGA will be committee taking lead.
5. Conditional Use Permit (CUP) Code Update: Staff will review and provide policy recommendations to council. Council will provide policy direction to staff on any desired updates. Planning Commission will review staff policy recommendations and provide recommendation to council. Council will review Planning Commission recommendations for any desired code changes.
6. Electronic Council Packet Management: The Clerk will research and get vendor proposals to review with CGA. If council and staff decide to move this forward funding will be included in the 2022 Budget.
7. Park Plan Update: Staff will update the City's Parks Plan to allow for continued grant funding. The Parks Board and Council will provide feedback and oversight of the process. Staff will engage the public over the summer and solicit input and feedback for the direction of the Parks Plan. Council will approve update plan in Winter of 2021/2022.
8. Sign Code Update: Staff will review and provide policy recommendations to council. Council will provide policy direction to staff on any desired updates. Planning Commission will review staff policy recommendations and provide recommendation to council. Council will review Planning Commission recommendations for any desired code changes.
9. Body Camera Investigation & Policy: Staff and Public Safety Committee will investigate the applicability of Body Cameras in Orting. If council and community desire to move forward with body cameras, staff and Public Safety Committee will develop policy and budget proposals for the fall.

10. Accreditation: PD Staff will engage in the LEMAP process. Council will evaluate results and recommendations of process before moving onto Accreditation phase. PD Staff will engage with public about Accreditation process and the value it will bring to our community.
11. Asset Management Implementation: Staff will provide quarterly updates to the Public Works Committee on the implementation of the Asset Management System. 2021 implementation goals include identifying and numbering assets and distinguishing between planned, corrective and task work. The Public Works Committee will provide periodic updates to council.
12. Dump truck/Snowplow/Trailer: Staff will research various options to replace our large dump truck that has reached its end of life. The new dump truck should be capable of hauling our existing Case backhoe on a trailer that will be purchased concurrently with the dump truck. The dump truck should also have the capability to have a snowplow attached. Public Works Committee will review options and make a recommendation to include new dump truck in 2022 budget.
13. Rebranding Wet Utilities: The Public Works Committee will investigate rebranding the city's wet utilities to something more descriptive of the entire water cycle that the city manages including drinking water, stormwater and the cleaning of used water. Staff will update outreach materials consistent with council policy direction.
14. Sidewalk Policy Review: The Public Works Committee will review the current policy and make any desired updates and make a recommendation to the whole council in the late summer. Staff will provide coordination and support drafting the updates and the City Attorney will review and provide feedback.
15. WWTP Upgrade: Contracted Engineering Staff will start design on WWTP upgrades. Engineering will provide council with periodic design updates. Staff will engage public over the summer regarding WWTP upgrades.
16. Community Policing: Police staff will visit Brick & Mortar businesses in town and attend an HOA meeting for each of our neighborhoods and document contact with both. The goal of this program is to engage businesses and neighborhoods regarding public safety concerns. A final summary of staff engagements will be provided to the Public Safety Committee in January 2021.





**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b> Council Rule Change- Section 4.4.1(8), Order Of Business	<b>Agenda Bill #</b>	<b>Committee</b>	<b>Study Session</b>	<b>Regular Meeting Dates</b>
	<b>AB21-29</b>	<b>CGA</b>	<b>3.17.21 &amp; 4.21.21</b>	
	<b>Department</b>	Council/ CGA		
	<b>Date Submitted:</b>	3.17.21		
<b>Cost of Item:</b>	<u>\$ N/A</u>			
<b>Amount Budgeted:</b>	<u>\$N/A</u>			
<b>Unexpended Balance:</b>	<u>\$N/A</u>			
<b>Bars #:</b>	None			
<b>Timeline:</b>	N/A			
<b>Submitted By:</b>	Councilmember Kelly			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Redline of Rules showing Proposed change.				
<b>SUMMARY STATEMENT:</b>				
<p>The City Council made a rule change on March 31<sup>st</sup>, 2021 by adding a Committee outline report to section 4. 4.1 (8). The change allows Committee chairs to advise the citizens of agenda items that will be moving forward to the next study session from the committee level at the first meeting of the month.</p> <p>The original proposal was brought forth by Councilmember Kelly who feels that the language agreed upon at the meeting on the 31<sup>st</sup> of March, 2021, falls short of explaining his intent. His intent was that each committee chair would report the agenda bill titles of agenda items that would be moving out of committee to the next study session.</p> <p>The proposed change in language is attached for Council review and discussion.</p>				
<b>RECOMMENDED ACTION:</b> Move forward to the Council meeting on April 28 <sup>th</sup> , 2021.				
<b>FUTURE MOTION:</b> <i>To Approve The Proposed Change To Council Rules, Section 4 Order of Business Section 4. 4.1 (8) As Presented.</i>				

## Order of Business and Agenda

### 4.1 Order of Business:

The order of business for all regular meetings shall be transacted as follows unless the Council, by a majority vote of the members present, suspends the rules and changes the order:

1. **Call to Order:** The Mayor calls the meeting to order.
2. **Pledge of Allegiance**
3. **Roll Call:** The Mayor requests a roll call of Councilmembers and indicates whether an absent Councilmember has requested an excused absence. Excused absences will be handled as stated in Section 1.3 of this document. After roll call any additions or deletions to the agenda should be addressed.
4. **Public Comments:** Members of the audience may comment on items relating to any matter not on the agenda. Comments are limited to three minutes, or for a person speaking on behalf of a group or organization, comments are limited to five minutes. No speaker may convey or donate his or her time for speaking to another speaker. Persons addressing the Council will be requested to step to the podium and give their name and address for the record.
5. **Awards, Confirmations & Presentations:** The Mayor makes announcements of upcoming meetings and events. Other special presentations may also be scheduled at this time.
6. **Public Hearings:** See Section 6.
7. **Consent Agenda:** The Consent Agenda contains items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, and claims. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember.
8. **Commission Reports & Committee Reports on Titles of Agenda Bills Moving To Study Session From Committee.**
9. **Old Business**
10. **New Business**
11. **Executive Session**
12. **Adjournment**



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject: Farmers Market Sponsorship- By Resolution No 2021-04, Declaring A Public Purpose And Authorizing City Sponsorship Of The Orting Valley Farmer’s Market</b>	<b>Agenda Item #</b>	<b>Committee</b>	<b>Study Session</b>	<b>Regular Meeting Dates</b>
	<b>AB21-31</b>	<b>CGA</b>	<b>4.21.21</b>	<b>4.28.21</b>
	<b>Department:</b> Clerk			
	<b>Date Submitted:</b> 3.12.21			
	<b>Cost of Item:</b> \$ N/A			
<b>Amount Budgeted:</b> \$N/A				
<b>Unexpended Balance:</b> \$ N/A				
<b>Bars #:</b> N/A				
<b>Timeline:</b> Approval as soon as possible				
<b>Submitted By:</b> Clerk/CGA Committee				
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Application and Resolution				
<b>SUMMARY STATEMENT:</b>				
<p>The City received an application for sponsorship from the Orting Valley Farmer’s Market. The Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community &amp; Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> <li>1. Allow all citizens to reasonably participate;</li> <li>2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and;</li> <li>3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City.</li> </ol> <p>CGA reviewed the application on April 1<sup>st</sup>, 2021, and recommend approval.</p>				
<b>RECOMMENDED ACTION:</b> Move forward to the April 28 <sup>th</sup> , 2021 Meeting.				
<b>FUTURE MOTION:</b> <i>To Approve Resolution No. 2021-04, A Resolution Of The City Of Orting, Washington, Declaring A Public Purpose And Authorizing City Sponsorship Of The Orting Valley Farmer’s Market.</i>				

**CITY OF ORTING**  
**WASHINGTON**  
**RESOLUTION NO. 2021-04**

**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, DECLARING A PUBLIC PURPOSE AND  
AUTHORIZING CITY SPONSORSHIP OF THE ORTING  
VALLEY FARMER’S MARKET.**

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**WHEREAS**, the City of Orting has adopted a Special Event Sponsorship Policy (the “Policy”) to extend City-sponsorship to events that the City Council determines serve valid municipal purposes; and

**WHEREAS**, in accordance with the Policy, sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community; and

**WHEREAS**, upon a declaration by the City Council that a particular event qualifies for sponsorship, the event may be entitled to use of city facilities and services without charge; and

**WHEREAS**, the City received an application for sponsorship from the Orting Valley Farmer’s Market; and

**WHEREAS**, the City Council’s Community & Government Affairs Committee reviewed the application on April 1<sup>st</sup>, 2021, and recommended approval of the application; and

**WHEREAS**, the City Council finds that the Orting Valley Farmer’s Market has been an institution of public service for many years, is open to the public, and serves the valid municipal purposes of providing an opportunity for strengthening the City’s sense of community and celebrating the agricultural assets that are fundamental to the City; and

**WHEREAS**, the City Council finds that the Orting Valley Famer’s Market’s application meets the requirements of the City’s Policy, and qualifies for City-sponsorship as an event serving valid municipal purposes; and

**NOW, THEREFORE**, the City Council of the City of Orting, Washington, do resolve as follows:

**Section 1. Declaration of Public Purpose.** The City Council declares that the Orting Valley Farmer’s Market is an event open to the public, which serves the valid municipal purposes described herein.

**Section 2. Authorization for Sponsorship of Event.** The City Council authorizes the City’s sponsorship of the Orting Valley Farmer’s Market, pursuant to the City’s Policy, at the Tier # 1 level. This authorization extends to each event identified on the Orting Valley Farmer’s

Market's application for sponsorship, on every Friday between June 4<sup>th</sup>, 2021, and August 27<sup>th</sup>, 2021. The Mayor is authorized to enter into a contract with the Orting Valley Farmer's market to memorialize the City's sponsorship described herein.

**Section 3. Effective Date.** This Resolution shall take effect and be in full force immediately upon its passage.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 28<sup>th</sup>, DAY OF APRIL, 2021.**

CITY OF ORTING

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Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

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Jane Montgomery, City Clerk, CMC

Approved as to form:

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Charlotte Archer, City Attorney  
Inslee, Best, Doezie & Ryder, P.S.