



CGA Committee Minutes
VIRTUAL – 9:00am
April 1st, 2021

John Kelly, Councilmember, Chair,
John Williams, Councilmember, Vice-Chair
Jane Montgomery, City Clerk- Staff Support
Scott Larson, City Administrator

***The meeting was made available to the public by computer or mobile phone.**

1. Call to Order

Chair Kelly called the meeting to order at 9:00am.

Present: Councilmember John Kelly and John Williams.

Staff: Jane Montgomery, City Clerk, Scott Larson, City Administrator, Gretchen Russo, Finance Director, Kim Agfalvi, Finance Clerk., and Emily Adams, City Planner.

2. Parks Report

The Parks Board will not meet until April 14th, so no Parks report was made. Emily Adams stated that she is working to amend the Parks Plan. She will be documenting existing inventory and the next plan will include pictures of all the Parks in the City. They also discussed the value of possibly having a swing set in every park.

3. Public Comments

No public comments were made.

4. Agenda Items

A. Farmers Market Sponsorship Application.

The application submitted by the Farmers Market was reviewed and was found to comply with the sponsorship policy. This year they will be able to use the North Park Building. The Farmers Market will be strictly adhering to Farmers Market Association rules relating to COVID, and any State requirements. **Action:** Move forward to study session.

B. Reader Board-Update

Scott Larson briefed that he met with the vendor I Ink, and discovered that they are unable to provide a product that would be suitable for the City. Scott recommended that the committee review the sign code and come up with a policy to allow for backlit technology. Emily Adams was present and will be working on the sign code. She will also need to work on amending the ADR code.

Action: Emily Adams will bring an update to the next CGA meeting.

C. Committee Goals

Scott Larson briefed on the following committee goals:

- Cemetery Improvements
- Conditional Use Permit Update- (Emily will bring updates to Council who will make a recommendation to the Planning Commission, and the Planning Commission can make a recommendation to the Council after their review).
- Electronic Packet Management- Clerk getting bids
- Park Plan Update
- Sign Code Update
- Business engagement- (possibly a survey)- Make improvements in notification to businesses in regard to any new COVID funding. The possibility of generating a list of businesses to send notices to was discussed. Kim Agfalvi shared that there is no easy way to generate a list. Chair Kelly will follow up with Kim to create a list.

Scott Larson will bring a report on committee goals to a future study session.

D. Public Noticing

Emily Adams discussed the current noticing procedures. Notices are put on the City website, the City reader board, and the paper of record. If there is a site-specific project, notices are sent out to all properties within 500 feet of the project. Chair Kelly would like to have public notices on one page on the website as other cities do. City Clerk Montgomery will check the new website to see what will be available related to notices to the public. Emily Adams will add additional language to the code to ensure items are posted on the website. **Action:** Bring updates to the next committee meeting.

E. Re-Open Plan for Council Meetings. The Committee discussed the feasibility of having in person Council meetings. They concluded that it would be costly to go back to in person meetings as long as the 6-foot rule is in place. Plexiglass is expensive and hard to purchase.

Action: Continue to meet remotely until there is a reduction in distance requirements.

F. Park Equipment

Councilmember Williams wants to look at putting minimal equipment in each Park. He stated there was a need for equipment at Calistoga Park, but it would be wise to hold off until the County reveals their plan for the Jones Levee, and its possible encroachment to the current parking lot at Calistoga. He stated that parents of small children in the Village Green development and the smaller parks in the City have expressed a desire to have swings. Scott Larson stated that the update of the Parks Plan will include a survey in order to solicit information from citizens. The survey will help to guide future policy. **Action:** Emily Adams is working on this as part of the Parks Plan updates.

G. Calistoga Park signage- (from prior committee)

Scott Larson asked the Committee to put a pin in this discussion until the City determines what Pierce County will do with the Jones Levee. The Mayor and Scott have reached out to the County Executive and raised their concerns with him about the Jones Levee draft designs, and the impact they would have to Calistoga Park. They discussed ways to mitigate the possible impacts.

Action: Remove from agenda until updates are provided by the County and continue to work on the Parks Plan update before any decisions are made in regard to signage or equipment.

5. Meeting Minutes of March 4th, 2021.

The minutes were approved.

6. Action Items/Round table review.

Chair Kelly would like to take the Council Rule change relating to reporting out on which items are moving forward from Committees to study session, back to the next study session. He felt there may have been confusion at the last meeting and wants to clarify the intent of his proposed rule change.

Action: Chair Kelly will work with the City Clerk to prepare an agenda bill for the next study session.

Chair Kelly would like Greg Reed to come to the next Committee meeting to discuss cemetery improvements. Staff will likely do an RFP to find a vendor who can install a sprinkler system at the Cemetery. The RFP can go out in May, with the installation taking place in June or July. Council will need to approve a budget amendment for the cost. **Action:** Bring back to the next Committee meeting.

7. Adjournment

Chair Kelly adjourned the meeting at 10:01am.



Jane Montgomery, City Clerk

5.6.21

Date Approved