

COUNCILMEMBERS

Position No.

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



ORIGINAL

ORTING CITY COUNCIL

Study Session Meeting Minutes
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
February 19th, 2020
6PM.

DEPUTY MAYOR GREG HOGAN, CHAIR

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Deputy Mayor Hogan called the meeting to order at 6:00pm. Councilmember Drennen led the pledge of allegiance.

Councilmembers Present: Deputy Mayor Greg Hogan, Councilmembers Tod Gunther, John Kelly, Tony Belot, John Williams, Gregg Bradshaw, and Scott Drennen.

Staff Present: Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Emily Adams, Planner.

2. COMMITTEE REPORTS

Public Works- (PW)

Councilmember Drennen briefed that the following items were discussed at the last PW meeting:

- **WWTP review of upgrades;**
- **Conversations on sidewalk code and policy;**
- **Trees in the City;**
- **Side sewer Policy coming soon.**

Public Safety

Councilmember Kelly briefed:

- **Purchase of Police Vehicles;**
- **Emergency Preparedness Committee will be forming back up on March 12th, 2020.**

Community and Government Affairs

No Report.

3. STAFF REPORTS

City Clerk

Jane Montgomery briefed on the records purge which was completed on February 18th. A total of 31 boxes were shredded per their retention schedules. The Clerk's office is continuing to work hard to inventory all the records at City Hall and archive or destroy records in anticipation of the move to the new municipal facility.

Public Works Director

Greg Reed briefed on the following:

- **Preparing for backflow testing services;**
- **Bids for generator maintenance and Backflow are going out this week;**
- **Mosquito monitoring;**
- **Parking curbs almost completed;**
- **Generator bid on agenda;**
- **Parks Ground Maintenance contract on the agenda;**
- **Cleaning and organizing at the WWTP;**
- **Blowers at the plant;**
- **Work on City wells;**
- **Replacing flags at the Park;**
- **Orting sign has been restored.**

Police Chief

Chief Gard briefed on the following:

- **The Department participated in the “Polar Plunge”, more events to come;**
- **Participated in the Chocolate Stroll- great attendance at the event;**
- **Cub Scouts took a tour of the Police Department;**
- **New Officer is in her 3rd week at the academy;**
- **Waiting on medical release for the 2nd new hire;**
- **Interviews next week for another officer position;**
- **Officers participating in “Field Training Officer” training;**
- **Cert training ongoing;**
- **EOC Flooding event briefed.**

Planner

Emily Adams briefed:

- **Working on cleaning up City code**
- **Responding to inquiries about the application for the RV Park.**

City Treasurer

Scott Larson briefed on:

- **The 4th quarter 2019 report;**
- **Revenue and expenses for the year;**
- **Continuing to work on some ongoing personnel and fraud investigations.**

City Administrator

Mark Bethune briefed on the following:

- **He is working on the Daffodil Parade event;**
- **The Mayor expressed his hope that the Council participate in the parade;**
- **Surplus of the cemetery property is on the agenda;**
- **Sale of cemetery property will likely be an agenda item in March or at the first meeting in April;**
- **Change order for the New Municipal facility will be coming to the next study session.**

Mayor

Mayor Penner briefed on personnel issues. There is a vacant position previously held by Parks and Recreation Director, Beckie Meek. The Mayor has determined that the position will be titled “Events and Activities Coordinator”. It appears that the same body of work may be performed as a half time position. The savings to the budget would be approximately 70K. He also stated that staff has completed an analysis of the Court staffing plan. It appears that the cost of managing a Court and contracting out are similar. Based on that, the City plans to keep Court services in house. The Court made a recommendation to the City that they only need a court clerk half time, not full time. This would be an additional savings of 80K to the City.

The Mayor briefed on the Assistant Administrator duties that Scott Larson will be performing due to the anticipated retirement of Mark Bethune in October. A revised job description/title was provided to Council; which is actually an addendum to the Treasurer position. The wage will stay within the Treasurer wage scale, but will be at a higher range due to his additional duties. This will continue until January 21, 2021. A discussion on goals will be on the next agenda. The Mayor briefed on the creation of an executive Committee meeting which dovetails with the Public Works Committee meeting. The Mayor also meets with the Deputy Mayor and offered his support to any of the other committees. The Mayor briefed on his trips to Olympia with staff; he is working to get support for the Bridge over 162 and the SW Connector. Joe Depinto, lobbyist, has been helping the Mayor and staff set up meetings with legislators. Mr. Depinto will be brief the Council at the next study session.

4. AGENDA ITEMS

B. AB20-16- Police/Code Enforcement Vehicle Purchases.

Chief Gard briefed on his request to purchase two Ford Fusion hybrid sedans in lieu of the police interceptor SUV's. These cars are expected to provide the City with a savings in fuel compared to the SUV's that are currently driven for these purposes. The 2020 budget also includes funds for a code enforcement vehicle which he would like to purchase. The replacement vehicle for the Code Enforcement Officer will be a Ford Escape hybrid.

Action: Move to Consent Agenda on 2.26.20

C. Discussion- Municipal Excellence Award.

Mayor Penner briefed on the application that was submitted for the Lahar drill to receive the 2020 Municipal Excellence Award.

A. Presentation- AWC- Committees and Boards. (Moved down in the agenda)

Mayor Penner introduced Peter King, CEO of AWC, and Alicia Martinelli, Deputy CEO, from AWC. Peter King briefed on the services and opportunities to serve on boards thru AWC. Council was also made aware of the various trainings that AWC offers.

D. Discussion- Orting 2020 Comprehensive Plan Amendments Cycle.

Emily Adams, Planner, briefed on the process in place for amendments to the 2020 Comprehensive Plan. She provided staff recommended amendments, and invited Council to contact her with any questions or proposed amendments. The docket closes on February 28th, 2020. Mark Bethune stated that this is the Council's opportunity to provide direction for anything they would like to see the planner work on.

E. AB20-17-Bids- Generator Purchase & Installation/New Municipal Center.

Councilmember Drennen introduced the agenda item for the purchase of a generator. The Council rejected the first bids that were submitted and asked Parametrix to revise the specifications and rebid the generator at their January 15th, study session meeting. Parametrix reviewed the submitted bids. Both Kohler submittals did not meet the minimum specifications. Council may elect to award the bid to Cummins, Inc. for either the 78dB enclosure or the 72dB enclosure. **Action:** Move to Consent Agenda on 2.26.20 for the bid alternate.

F. AB20-18- GRATZER Mixed Use Ball Field.

JC Hungerford briefed on the history of this grant project. The current schedule is to advertise in March and start construction in May as the site starts to dry out. The pros and cons of not pursuing the grant and using the \$400K for other projects in the parks were discussed.

Action: JC Hungerford will continue down the path to the grant and come back with a report to Council.

G. AB20-19- Forerunner- Community Rating System (CRS) Software.

JC Hungerford briefed that this company helps the City manage the CRS program. Orting must submit documents for the CRS Annual Recertification process. This is required to maintain the flood insurance premium discounts the Citizens of Orting receive from Orting's participation in the program. Forerunner is a software platform developed to manage the CRS documentation for the City. This documentation process requires a lot of effort from City staff and consultants on an annual basis. The pros of using this company to manage this was fully briefed. This comes with a recommendation from Staff and the Public Works Committee to use Forerunner for this service. **Action:** Move to Consent Agenda on 2.26.20

H. AB20-20-2020 Lift Station Improvements Scope of Work for Construction Services.

Councilmember Drennen briefed on the proposed scope of work for the 2020 Lift Station Improvements Project for the City of Orting. This comes with a recommendation from staff and the Public Works Committee to approve. **Action:** Move to Consent Agenda on 2.26.20

I. AB20-21-NPDES Phase II Municipal SWMP Program.

Scott Drennen briefed. Orting is required to review, revise and adopt updates to their Stormwater Management Program Plan to be in compliance with the Western Washington Phase II Municipal Stormwater Permit. **Action:** Move to Consent Agenda on 2.26.20

J. AB20-22-Parks Grounds Maintenance Bid.

Councilmember Drennen briefed that for the last four years the City has contracted for landscape services of the City's parks. The proposed contract is for three years. This will allow employees time to focus on capital improvement projects, and other annual maintenance activities. Recommended by Staff and the PW Committee. **Action:** Move to Consent Agenda on 2.26.20

K. AB20-25- Cemetery Land Surplus.

Administrator Bethune briefed that prior to selling the cemetery property it has to be declared as surplus property. The proposed resolution would accomplish that. **Action:** Move to Consent Agenda on 2.26.20

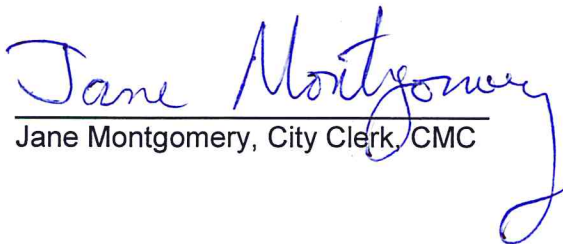
L. AB20-26- Council Tablets.

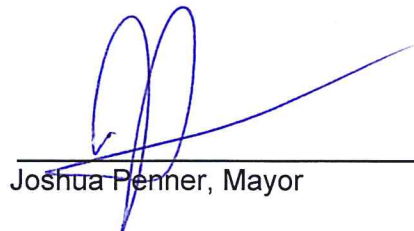
Treasurer Larson briefed. Council expressed a desire to have an electronic device to be more efficient, and so that they don't subject their personal devices to the Public Records Act. He asked Council to identify how they want agendas delivered, and what type of devices they would like to see. Discussion followed. **Action:** AD HOC Committee formed to study the issue. Committee: Jane Montgomery, City Clerk, CM Bradshaw, CM Kelly.

M. ADJOURNMENT

Deputy Mayor Hogan adjourned the meeting at 8:31pm.

ATTEST:


Jane Montgomery, City Clerk, CMC


Joshua Penner, Mayor