



Elma City Council Meeting

Monday, May 2, 2022 – 6:00 PM

In-person and Zoom Meeting

Agenda

Physical Location: 212 W Main Street, Elma, WA 98541

Zoom Meeting Link: <https://us02web.zoom.us/j/9719507224?pwd=TVg4YkpmZUFLTjVjWktOcFIjVmQxUT09>

Meeting ID: 971 950 7224

Passcode: Elma

To join by phone: 1-253-215-8782 US (Tacoma)

Meeting ID: 971 950 7224

Passcode: 379551

Find your local number: <https://us02web.zoom.us/j/9719507224?pwd=TVg4YkpmZUFLTjVjWktOcFIjVmQxUT09>

Call to Order

Pledge of Allegiance

Roll Call:

Councilmembers Miller, Whipple-Boling, Heater, Cooper, Collette, and Mayor Sorensen

Staff: Chief Shultz, Jim Starks, Wendy Collins, Chief Fulbright, Joe Chrystal, Chris Coker, Dee Depoe, Jillanna Bickford

Citizen Comment

(Please limit to 3 minutes)

Consent Agenda

Approve Agenda: May 2, 2022

Approval of Minutes: April 18, 2022

Approval of Claims: March 28, 2022 Handwrites #59222-59229 in the amount of \$7185.64, and April 21, 2022 Handwrites #59292-59299 in the amount of \$138,041.33.

Approval of Payroll: April 2022 check #46069 – 46103, including EFT's in the amount of \$241936.05

Presentation:

None.

New Business

- | | |
|---|----------------------|
| 1. Elma Chamber Tourism Promotion Plan Reimbursement | Approval |
| 2. Letter of Commendation from Chief Shultz | Issuance |
| 3. Laurie Bremer – Proposal of wall art for artists, "Our Wall" | Proposal Request |
| 4. Rudy Amesquita – signage for restaurant at 302 W. Waldrip Street | Proposal Request |
| 5. Purple Heart Proclamation | Proclamation Request |

Ordinances and Resolutions

None.

The City of Elma Council reserves the right to take action on any item placed on the agenda regardless of the manner in which it is stated.

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of Elma is an equal opportunity provider and employer.

La ciudad de Elma es un proveedor de igualdad de oportunidades y el empleador.



Elma City Council Meeting

Monday, May 2, 2022 – 6:00 PM

In-person and Zoom Meeting

Agenda

Old Business

None.

Committee Reports.

Parks & Public Works: Miller, Collette, Starks

Public Safety: Miller (Substituting for Cooper), Heater, Shultz

Finance: Collette, Whipple-Boling, Collins

Tourism: Heater

Capital Facilities: Cooper, Whipple-Boling, Starks, Chrystal

Written Staff Reports

Susan Shultz, Police Chief: Statistical information was not available before agenda submission

Jim Starks, Public Works Director

Wendy Collins, Clerk-Treasurer

Other Staff Reports

Chris Coker, City Attorney

Joe Chrystal, Building Inspector

Adam Fulbright, Fire Chief

Dee Depoe, Librarian

Jillanna Bickford, Elma Chamber

Citizen Comment

City Council Reports

Mayor's Report

Executive Session

Next Meeting

City Council Meeting, 6:00 PM on May 16, 2022.

Adjourn

Adjournment

The City of Elma Council reserves the right to take action on any item placed on the agenda regardless of the manner in which it is stated.

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of Elma is an equal opportunity provider and employer.

La ciudad de Elma es un proveedor de igualdad de oportunidades y el empleador.

ELMA CITY COUNCIL MEETING MINUTES

April 18, 2022
6:00 P.M. ON ZOOM

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Mayor Sorensen called the April 18, 2022, City Council Meeting to order. All stood for the Pledge of Allegiance.

CALL TO ORDER AND ROLL CALL:

Wendy Collins called roll. Mayor Sorensen, Josh Collette, John Heater, Pat Miller, Bethany Whipple-Boling. **Pat Miller made a motion to excuse Mike Cooper, seconded by Josh Collette. All four council members voted in favor. Motion carried.**

CONSENT CALENDAR:

Approval of Agenda April 18, 2022.

Approval of minutes April 4, 2022.

Approval of Claims April 14, 2022, in the amount of \$2078.66.

Approval of Claims April 19, 2022, in the amount of \$57,556.01.

Approval of Handwrites April 5, 2022, check #59232-59241 in the amount of \$16, 907.65.

Pat Miller made a motion to approve the consent calendar, seconded by Josh Collette. All four council members voted in favor. Motion carried.

ELMA CHAMBER TOURISM PROMOTION PLAN REIMBURSEMENT

Mayor Sorensen opened the discussion regarding the Elma Chamber Tourism Promotion Plan Reimbursement. Jillanna requested reimbursement in the amount of \$8,941.48 for the first quarter grant tourism for January, February, and March. **Pat Miller made a motion to approve the \$8941.48, seconded by John Heater. All four council members voted in favor. Motion carried. Bethany Whipple-Boling requested an explanation as to what the contract is regarding reimbursements to the Elma Chamber of Commerce. Council had discussions regarding this topic. The finance committee will meet to discuss this matter. Pat Miller rescinded his motion.**

DATA BAR AGREEMENT TO REPLACE WRIGHT IMAGING

Mayor Sorensen opened the discussion regarding the Data Bar Agreement to replace Wright Imaging. Wendy Collins informed council that the city was using Wright Imaging for outsourcing, and they do not work with the new accounting software system. Council had discussions regarding this topic. Chris Coker requested a few changes to the contract. **Josh Collette made a motion to authorize Mayor Sorensen to sign the contract. Council and Chris Coker had further discussions. Josh Collette amended his motion to authorize Mayor Sorensen to sign the Data Bar Agreement with the recommended changes in the contract that Chris Coker requested, seconded by Bethany Whipple-Boling. All four council members voted in favor. Motion carried.**

11TH STREET LIFT STATION REPLACEMENT PROJECT PAY ESTIMATE NO. 4

Mayor Sorensen opened the discussion regarding the 11th Street Lift Station Replacement Project pay estimate No. 4 in the amount of \$111,977.76. **Pat Miller made a motion to approve \$111,977.76 to Rognlin's, seconded by Josh Collette. All four council members voted in favor. Motion carried.**

ELMA TIMBERLAND REGIONAL LIBRARY BUILDING UPGRADES

Mayor Sorensen opened the discussion regarding the Elma Timberland Regional Library building upgrades. Dee Depoe informed council of the coming upgrades for the Timberland Library. The library will be closed for about 3 weeks during the remodeling. Council had discussions regarding this topic. Project to start around May 16, 2022. **Josh Collette made a motion to authorize the improvements to the library, seconded by Pat Miller. All four council members voted in favor. Motion carried.**

SPECIAL EVENT REQUEST-ANYTIME FITNESS

Mayor Sorensen opened the discussion regarding the Special Event request from Anytime Fitness. Event will take place at the Veteran's Memorial Park. **Josh Collette made a to approve the special event permit, seconded by Bethany Whipple-Boling. Pat Miller requested information regarding the event. All four council members voted in favor. Motion carried.**

Mayor Sorensen temporarily excused himself due to technical difficulties. Mayor Pro-Tem Pat Miller temporarily took over the meeting.

POLICE LEVY RESOLUTION-PRIMARY ELECTION

Mayor Pro-Tem Pat Miller opened the discussion regarding the Police Levy Resolution-Primary Election. If approved, will be Resolution #701. **Josh Collette made a motion to adopt Resolution 701, seconded by John Heater. All four council members voted in favor. Motion carried.**

POLICE LEVY RESOLUTION-GENERAL ELECTION

Mayor Pro-Tem Pat Miller opened the discussion regarding Police Levy Resolution -General Election. If approved, will be Resolution #702. **Bethany Whipple-Boling made a motion to adopt Resolution #702 for November 8, 2022, seconded by Josh Collette. All council members voted in favor. Motion carried.**

Mayor Sorensen's technical issues were corrected and he rejoined the meeting.

COMMITTEE REPORTS

Parks & Public Works - Josh Collette that they had a meeting on Thursday. Committee discussed upgrades to the 10th Street Park. The committee would like to make upgrades to the Veteran's Memorial Park in which Mayor Sorensen gave a presentation on. Mayor Sorensen also gave council the same presentation regarding upgrades to the Veteran's Memorial Park. Council had discussions regarding this topic.

Finance - Josh Collette informed council they will be having a meeting next Monday.

Capital Facilities - Bethany Whipple-Boling informed council the committee met last week to review the police station remodeling costs. The committee also discussed project goals for the future. The committee also discussed the renovations to the library.

WRITTEN STAFF REPORTS

Chief Shultz - Updated council on officer involved incident. Chief expects a return report this week and will be reviewed by the prosecutor's office. Chief will be doing an administrative review and will report to council. Chief also reported that a citizen backed into one of the police cars.

Jim Starks - Informed council he will be emailing out maps regarding the streets.

OTHER STAFF REPORTS

Dee Depoe - The Outdoor Literacy program will resume next month.

Elma Chamber - Informed council the citizen of year banquet will be next week. The Red, White, and Blue parade will be on the 29th of May. At the beginning of next week, the signs will start going up.

CITY COUNCIL REPORTS

Josh Collette - Reminded council that this Saturday is the Elma Clean-up community event. Mayor and council thanked Josh Collette for putting together the retreat.

John Heater - Thanked the Department Heads for their written staff reports.

MAYOR'S REPORT

Mayor Sorensen informed council the work has begun on the council chambers. Mayor requested having the work session at 316 W Young. He also informed council that he hopes to have a council meeting the first week of May. Mayor Sorensen thanked the media for being at the council meeting.

Next meeting will be a work session at 6:00 p.m. at 316 W Young St April 25, 2022, in person.

Next council meeting will be May 2, 2022, at 6:00 p.m.

ADJOURNMENT

Josh Collette made a motion to adjourn, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried.

Jim Sorensen – Mayor

Wendy Collins – City Clerk/Treasurer

April 5, 2022

To: Finance Committee
City of Elma

From: Jillanna Bickford
Elma Chamber of Commerce
Director

COPIED/REIMBURSEMENT

For DELIVERED APR 11 2022
Date _____

RE: Tourism Promotion Plan Reimbursement

Attached are copies of invoices paid by Elma Chamber of Commerce for contracted services. The first quarter of 2022; January, February, and March 2022.

Coordinators

1/21/2022	Jillanna Bickford Powell	Check 5514	\$1,217.69
1/21/2022	Amanda Mezzell	Check 5513	\$1,558.45
2/22/2022	Jillanna Bickford Powell	Check 5517	\$1,969.07
3/22/2022	Jillanna Bickford Powell	Check 5525	\$2,128.21
		Total	\$6,873.42

Visitor Station Utilities

1/5/2022	City of Elma	\$168.10
1/5/2022	Comcast	\$53.89
1/11/2022	Cascade Natural Gas	\$278.88
1/24/2022	Grays Harbor PUD	\$85.61
2/4/2022	Comcast	\$54.72
2/8/2022	Cascade Natural Gas	\$163.71
2/25/2022	Grays Harbor PUD	\$84.69
3/5/2022	Comcast	\$54.72
3/8/2022	Cascade Natural Gas	\$101.77
3/15/2022	City of Elma	\$147.71
3/25/2022	Grays Harbor PUD	\$71.65
	Total	\$1,265.45

Administration

1/5/2022	Dollar Tree Store	\$9.80
1/5/2022	Jillanna Bickford Powell (reimbursement for supplies)	\$18.59
1/12/2022	Merchant Fees	\$70.89
1/13/2022	Staples	\$178.12
1/20/2022	Amazon.com	\$18.27
1/20/2022	USPS	\$58.00
1/21/2022	Vista Print	\$31.57
1/26/2022	Amazon.com	\$20.66

1/28/2022	Amazon.com	\$13.60
1/28/2022	USPS	\$1.96
1/31/2022	QuickBooks Online	\$54.45
2/1/2022	Tags	\$22.43
2/7/2022	Microsoft	\$108.89
2/8/2022	Merchant Fees	\$57.89
2/14/2022	Amazon.com	\$33.25
2/15/2022	Tags	\$7.08
2/25/2022	USPS	\$69.60
3/1/2022	Amazon.com	\$14.44
3/1/2022	Amazon.com	\$27.20
3/1/2022	LGRweb.com	\$100.00
3/1/2022	QuickBooks Online	\$54.45
3/8/2022	Merchant Fees	\$27.34
3/8/2022	IONOS web Domain	\$149.37
3/22/2022	Amazon.com	\$90.00
Total		\$852.61

Coordinators	\$6,873.42
Visitor Station Utilities	\$1,265.45
Administration	\$852.61
First Quarter Total:	\$8,991.48

Thank you for your continued support for Elma Chamber of Commerce.



Jillanna Bickford
Elma Chamber of Commerce
Director

CITY OF ELMA
Agenda Request

Date: May 2, 2022

Name: Laurie Bremer @ Nellivander's Shoppe

Address: 313 W Main St

Nature of

Request: Proposal of wall art "Our Wall"
for artists.

Cost of Request: \$ 0

Source of Funding self ; donations
fish.in.the.dirt@gmail.com

Agenda Request

Date: April 14th 2022

Name: Rudy Amesquita

Address: 208 E. main St, Elma, WA 98541

Nature of Request: Signage for Restaurant at

302 W. Waldrup St, Elma WA 98541

Cost of Request: \$_____

Source of Funding _____

[Revised 01 January 2021]

RECEIVED

APR 20 2022

CITY OF ELMA

Military Order of the Purple Heart Purple Heart Trail Considerations Recommended Procedures

General Information:

The Purple Heart Trail program began in 1992 at Mt. Vernon, Virginia. The goal was to make the public aware of the Purple Heart Medal and what the medal represented. Roads, bridges, highways, and trails were designated as a part of the Purple Heart Trail. The Purple Heart Trail grew so did the request from businesses, colleges, universities, cities, towns, sports teams, airports, buildings, and many others.

The Purple Heart designation is an "Outward expression of an internal desire to recognize and Honor recipients of the Purple Heart". The Purple Heart is presented to men and women of all military services that have been injured or killed in action against an enemy of the United States.

The Process to become a Purple Heart Designated Location:

Each State has a Department Commander and several Chapters, the process begins when a Department or Chapter Commander is notified that a location is interested in being designated a Purple Heart entity. It is recommended that a meeting be arranged to talk about options, dates of presentation and other items that will enhance the experience of Purple Heart recipients, their families, and members of the community.

Options for types of activities that Purple Heart locations can provide:

1. Many Cities, Towns, and Counties have canvassed their citizens through news releases and notifications to churches and businesses to find Purple Heart recipients. Family members and Gold Star Families will have pictures and stories of their loved ones that have received the Purple Heart. The idea is to collect the information, stories and pictures and develop a booklet that others can see and read about the men and women of their community. Once the information is collected and published a date is set for a "Meet and Greet" where the families and recipients of the Purple Heart can have a cup of coffee and a cookie to talk about their family member. At this point the leadership of the community reads a Proclamation and is presented with a Plaque designating the City, Town, or County as a Purple Heart City, and placed on the Purple Heart Trail website.
2. Provide Purple Heart recipients with tax relief, reduced fees at parks, zoos, parking facilities and public events. Set aside August 7th each year as National Purple Heart Day, place signs that indicate that this location is a Purple Heart entity.

3. Businesses, Universities, Colleges, and other Learning Institutions will provide a Veterans Oasis or study area. Provide a reception to honor Purple Heart recipients and other veteran as students or business employees.
4. Sports teams, Stadiums and Medical Facilities draw from a large area and may not be able to have contact information to canvas individuals that use their facilities. These Facilities can still be a Purple Heart entity and will create an event that will lift our Purple Heart families and recipients with things like a Purple Heart game or Day.
5. Options to provide Purple Heart Recipients, and their families the honor they deserve is not limited to any one option. There are many stories that have never been told, some families receive the Purple Heart in the mail, and they need to be able to tell the story about their love ones.

Daniel M. Eddinger
Major, USA, (Ret)
National Coordinator
Purple Heart Trail
commander.mophct@gmail.com
828 707-5131

Proclamation
Declaring the City of Monroe as a
Purple Heart City



WHEREAS, on August 7, 1782, George Washington established the Badge of Military Merit, which was the first medal authorized for enlisted soldiers in the Continental Army to recognize a "singularly meritorious action" by a soldier; and

WHEREAS, on February 22, 1932, US Army Chief of Staff Douglas MacArthur established the Purple Heart Award in the spirit of the Badge of Military Merit in honor of George Washington's bicentennial birthday and authorized the award for soldiers in the United States Army for soldiers who are wounded or lose their lives in military action and August 7th is annually recognized as Purple Heart Day; and

WHEREAS, in 1942, President Franklin D. Roosevelt expanded the Purple Heart Award to other branches of the United States military by authorizing the Navy Department to award the Purple Heart to personnel wounded or killed in action beginning with the attack on Pearl Harbor on December 7, 1941; and today the Purple Heart is authorized for people serving in all branches of the United States military who are wounded or lose their lives in military actions; and

WHEREAS, following the attack at Pearl Harbor, until the day she passed away, Eleanor Roosevelt carried in her wallet a piece of paper with the following written upon it: "Dear lord, lest I continue in my complacent ways, help me to remember that somewhere someone died for me today. And if there be war, help me to remember to ask, 'Am I worth dying for?'" and in our own daily walk, we should always remember those serving and their families and honor their service and their sacrifices in our words, hearts, and actions; and

WHEREAS, the Ward Roney Jr Veterans of Foreign Wars Post 7511, which represents and advocates for veterans in the community of Monroe, requests the City of Monroe declare itself a "Purple Heart City" and the City of Monroe would like to honor and remember people wounded and who have lost their lives in action and in service to our country.

NOW THEREFORE, I, Geoffrey Thomas, Mayor, and the City Council of the City of Monroe, Washington, on this 80th Anniversary of the attack on Pearl Harbor, do hereby declare the City of Monroe to be a

PURPLE HEART CITY

and we commit ourselves and our community to remembering and honoring recipients of the Purple Heart Award in our words, hearts, and actions.

Signed this 7th Day of December 2021.

Geoffrey Thomas, Mayor

Heather Fulcher, Mayor Pro Tem

Patsy Cudaback, Councilmember

Kevin Hanford, Councilmember

Ed Davis, Councilmember

Jeff Rasmussen, Councilmember

Jason Gamble, Councilmember

Kirk Scarboro, Councilmember



City of Elma
PO BOX 3005
202 W. Main Street
Elma, WA 98541-0487

DATE: May 2, 2022
TO: Mayor Sorensen and Elma City Council
FROM: Wendy Collins, Clerk-Treasurer
SUBJECT: Finance Department Staff Report

At the time of submission of this report, the council chamber upgrade should be ready for meetings if all the final sound checks are successful. Sean did an outstanding job setting up and installing wiring, sound board, microphones, etc., and ensuring everything works with online Zoom meetings so all sound is recorded clearly. Jim Starks and Joe Chrystal were both very helpful during this process. We now have a hybrid council chambers!

The ARPA Funds Federal Reporting is complete. It was quite the challenge because there were three websites that were necessary to complete the process of gaining access and reporting. Due to the high security of the site, they required a notarized and attested confirmation process for me to be an administrator. The process was time consuming and frustrating, but perseverance won. Fortunately, a video was provided that was a tremendous help in maneuvering through the federal website. The city went with the revenue loss option for losses under \$10 million dollars. This is what was recommended for small cities. In the report, I included the projects the council approved in the 2022 budget. I am happy to get this one off my desk!

I am working on the annual report for 2021. This too, is very time consuming and challenging because it is my first year with locating and updating the historical information that is needed for the report. Springbrook downloaded all of 2021 from Vision Software so we can pull the reports from Springbrook which are created to meet the SAO's requirements. The submission deadline is the end of May.

I have received my fourth request for records from the same reporter for the Seattle Times.

We are getting to the tail-end of the software implementation. We are all very excited to utilize the many options and faster speed the software provides.