



# Elma City Council Meeting

March 20, 2023

## Minutes

In-Person Meeting with Zoom Option

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### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

Mayor Sorensen called the March 20, 2023, City Council Meeting to order. All stood for the Pledge of Allegiance.

### **ROLL CALL:**

Wendy Collins called roll. Present were Mayor Sorensen, Josh Collette, John Heater, Bethany Whipple-Boling, and Mike Cooper. Absent were Pat Miller.

Josh Collette made a motion to excuse council member Pat Miller from the meeting, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

### **PRESENTATION OF POLICE DEPARTMENT ANNUAL REPORT FOR 2022**

Chief Shultz gave a presentation on statistics from the calls and assistance that police officers, as well as the office staff, have provided for our community. Chief Shultz spoke regarding some of the new things coming in 2023, including cameras for the police cruisers.

### **CONSENT AGENDA**

Approval of Agenda: March 20, 2023

Approval of Minutes: March 6, 2023

Approval of February 2023 Treasurer's Report

Approval of Accounts Payable for March 2023 in the amount of \$208,691.04, Andy's Auto Parts for March 2023 in the amount of \$420.06, including EFTs, for a total of \$209,111.10

Bethany Whipple-Boling made a motion to approve the consent agenda, seconded by Mike Cooper. All council members voted in favor. Motion carried 4-0.

### **NEW BUSINESS - CITY COUNCIL LAPTOPS**

Mayor Sorensen reported that our IT Technician, Sean, recommended a few different laptops for the council to consider. They had three options: a Microsoft Surface Pro touchscreen tablet, a Dell Latitude 3520, and a Dell Latitude 7320 laptop. Bethany Whipple-Boling noticed that the Surface Pro tablet did not already come with a mouse or a keyboard so because of that it is essentially a tablet and would cost more money to buy the other necessary supplies to make it function as a laptop. Mike Cooper stated that he is not the biggest fan of touchscreen computers because they are so hard to type on. Mayor Sorensen mentioned that when the new laptops come in, the old iPads will be sent to surplus.

Josh Collette made a motion to buy 5 new Dell Latitude 3520 laptops with Office Pro, wireless mice, and laptop bags, staying under \$7,500.00 for all, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

### **NEW BUSINESS - ELMA CHAMBER REIMBURSEMENT REQUESTS**

Bethany Whipple-Boling reported the Culture and Recreation Committee (Bethany Whipple-Boling and John Heater), met with Jillanna and Wendy to go over the process for reimbursements. Wendy emailed a

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document to the members that basically answered all their questions. Mike Cooper thanked Wendy for sending out a resolution for the Chamber that he hasn't seen before. The process is to email all necessary documents to the committee members for their review. They will let Wendy know if they agree to the reimbursement or if they have questions. Wendy will add the reimbursement request(s) to the next council meeting. The Culture and Recreation Committee will inform the council of their approval of the reimbursement requests, allowing council to make a motion for accounts payable to complete the reimbursement.

**Bethany Whipple-Boling made a motion to approve 2022 Veteran's Day Parade for \$2,357.78, 2022 Street Dance for \$863.10, 2022 Friday Market for \$162.00, 2022 Tourism Promotion Plan for \$9,086.03, 2022 Heat on the Street for \$13,847.00, and 2023 Here and Now Grays Harbor Advertising for \$6,000.00, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.**

#### **NEW BUSINESS - A2Z CHANGE ORDER**

Jim Starks reported A2Z Cleaning has been doing certain once a week cleaning items twice a week so the company would like to adjust the language in their agreement to reflect the accurate cleaning visits.

**Josh Collette made a motion to authorize Mayor Sorensen to sign off on the change order for A2Z Cleaning, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.**

#### **ORDINANCES - BUDGET AMENDMENT ORDINANCE**

Mayor Sorensen stated that if so adopted, this would be Ordinance #1210.

**It was moved by Josh Collette to adopt Ordinance #1210, AN ORDINANCE ADOPTING CERTAIN ADDITIONAL INFORMATION RELATING TO THE CITY'S BUDGET FOR THE CALENDAR YEAR 2023; AMENDING THE PROVISIONS OF ORDINANCE NUMBER 1209, TO THE EXTENT INCONSISTENT HERewith ; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE, seconded by John Heater. All council members voted in favor. Roll Call was taken in the affirmative. Ordinance adopted 4-0.**

#### **OLD BUSINESS - CHAMBER OF COMMERCE RENTAL AGREEMENT**

Bethany Whipple-Boling asked how the 4 additional weekend hours will be set up for the chamber; will the four hours be over a course of a month or week and Mayor Sorensen replied that Jillanna can set the schedule as she needs to meet the four hours each week. John Heater noticed that the city currently does not pay for internet for the Chamber of Commerce, but the new agreement would include internet costs so this would be a price increase. Currently the chamber separates the bill and the phone portion is paid by the city and the internet portion is paid by the chamber.

**Josh Collette made a motion to approve and authorize the Mayor to sign the Chamber Rental Agreement, seconded by Mike Cooper. All council members voted in favor. Motion carried 4-0.**

#### **OUTSTANDING ITEMS - STREET LIGHTING/CROSSWALK UPGRADES**

Jim Starks reported our consultants are still working on getting the city a package deal for all of the electrical work that getting new street lights and a dynamic crosswalk will take. Also, deliveries for supplies are backed up and could take up to 4 months. Light fixtures have been added to the 10<sup>th</sup> St Park.

#### **OUTSTANDING ITEMS - THEATER DEMO**

Jim Starks mentioned that we are on the schedule to meet with the congress about our application. The cost of taking down the theater is estimated at \$500,000.

## **COMMITTEE REPORTS**

Parks and Public Works - Josh Collette reported on the parks side of this committee, they did recently meet to refamiliarize their priorities.

Public Safety-Josh Collette talked about the need to address homelessness in our community. The committee will schedule another meeting soon.

Finance -Bethany Whipple-Boling reported the committee met and had a crash course on budgeting. They discussed having a minimum fund balance and will be bringing this to the council in the future.

Culture and Recreation-John Heater reported that the committee met with Wendy and Jillanna and had a great conversation and thanks largely to Wendy, they got clarification on the guidelines the chamber used and how they determined what was coming to the council for reimbursement. It was productive and put their minds at ease with a so called check list being in place so we are audit compliant. This summer, the visitor's center will be having some work done, such as new garage doors and some fresh paint.

## **AT 6:49 P.M. MAYOR SORENSEN TURNED THE COUNCIL MEETING OVER TO MAYOR PRO TEM, BETHANY WHIPPLE-BOLING.**

Capital Facilities -Mike Cooper reported that he and John Heater met with C.C.A.P. (Coastal Community Action Program) about partnering with them to find some affordable housing in Elma. The Young St building needs an appropriate emergency exit, and they are still waiting on architects. Mike Cooper stated that there is a meeting with Senator Cantwell's group and he added they had a few more questions about a grant they wish to inquire about.

## **AT 6:53 P.M. MAYOR PRO TEM, BETHANY WHIPPLE-BOLING, TURNED THE COUNCIL MEETING BACK OVER TO MAYOR SORENSEN.**

Legislative - Mike Cooper reported he met with Rock Project Management to go over their list and talk about strategies for applying for grant dollars. Grant applications will go to The Senate then to The House.

## **OTHER STAFF REPORTS**

Clerk-Treasurer- Wendy Collins reported that she and Jim Starks met with Bernie at Rock Project Management to discuss all the city's financial needs that will impact the projects they are planning.

Librarian - Dee Depoe reported the library's expanded access is going well and she explained the lighting system will be on an automatic timer so they won't be wasting power, and Jim Starks adjusted the heating for them.

Chamber of Commerce - Jillanna Bickford reported that so far there are 93 people signed up for city-wide clean up. The citizen of the year banquet will be held on April 21st, They are starting to get booths for the Friday Market and there are 9 so far. Heat on the Street is coming up fast.

## **CITIZEN COMMENT**

Dustin Richey - McCleary, WA - Reported that across from Elma Middle School there is an apartment complex that has a broken-down car and some garbage out front and he was hoping the city would be able to get them to clean that property up.

### **CLOSED SESSION**

Mayor Sorensen called for a 20-minute Closed Session at 7:04 pm to discuss union negotiations. At 7:24 p.m. Mayor Sorensen ended the Closed Session and resumed the regular meeting.

### **MAYOR'S REPORT**

Mayor Sorensen reported that he had a meeting with GHCOG (Grays Harbor Council of Governments), and they informed him that there will be a huge expansion at the soybean plant. This is predicted to increase rural traffic in our area by approximately 25% by the year 2025. Mayor Sorensen also reported on a meeting he had with the Chehalis Historical Society where they have offered to host a music festival in Elma called the "Gateway Music Festival." The historical society would be eligible to do this because they are a 501C3 organization. He also reported on a water leak that he witnessed where the Public Works crew used the sweeper to suck up water and he wasn't aware that our sweeper was capable of doing that.

### **CITY COUNCIL REPORTS**

John Heater-Reported that he would love to see a schedule put in place for the times that our city's Public Works crew sweeps the streets that way citizens/businesses can move cars to allow for maximum sweeping without as many obstacles.

Mike Cooper - Reported that he will be doing some reaching out to our legislators to set up a meeting with Andrea, their staff person, to talk about the possible traffic issues that our city may encounter within the next couple of years.

Josh Collette - Reported that he would like to discuss having another council retreat soon.

### **NEXT MEETING**

The next Work Session will be Monday, March 27, 2023, at 6:00 p.m.

The next Council Meeting will be Monday, April 3, 2023, at 6:00 p.m.

### **ADJOURNMENT**

At 7:45 pm, John Heater made a motion to adjourn, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

Jim Sorensen

Jim Sorensen, Mayor

Wendy Collins

Wendy Collins, Clerk-Treasurer