



Elma City Council Meeting

June 5, 2023

Minutes

In-Person Meeting with Zoom Option

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Bethany Whipple-Boling called the June 5, 2023, City Council Meeting to order. All stood for the Pledge of Allegiance.

ROLL CALL:

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

CONSENT AGENDA

Approval of Agenda: June 5, 2023

Approval of Minutes: May 15, 2023

Approval of Payroll for May 2023 including EFTs in the amount of \$138,965.02

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

NEW BUSINESS – ROCK PROJECT GRANT WRITING SERVICES PROPOSAL

Mayor Pro Tem Bethany Whipple-Boling mentioned that an updated email was sent out to council members from Rock Project Management Services that included additional grants that would be beneficial for the city. One grant was for park improvements, another grant for street improvements, and an energy grant that would provide funding for electrical purposes. Bernie from Rock Project Management mentioned they charged \$75.00 an hour and the 3 grants alone would create about 160 hours' worth of work for them.

Josh Collette made a motion to authorize the mayor to execute Rock Project Management grant writing services in the amount of \$12,000.00 for 160 hours, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – REQUEST APPROVAL OF PUBLIC DEFENDER

City Attorney Chris Coker reported that this is an agreement with Hofstad Law Co., and this is an interim position so that the city can decide what works best for them.

Josh Collette made a motion to authorize the mayor to sign an agreement with Hofstad Law Firm for temporary interim Public Defender services, seconded by Mike Cooper. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – SPECIAL EVENT REQUEST - FINAL VETERAN TRIBUTE

The event is being hosted by the local VFW for the celebration of life for a veteran. The event would be a 3-rifle fire tribute, taking place at 4th Street and Waldrip on June 9th at 4 p.m.

John Heater made a motion to approve the special event permit for the final veteran tribute, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

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.

Mike Cooper amended the motion to include appropriate advertising to the public for this event by adding it to the city website and city/police related Facebook pages, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – TEAMSTERS CONTRACT MODIFICATION

Dane Bonnell from Teamsters reported the trust at Northwest Administrators accepted the city into the higher tiered retirement medical plan and he is hoping to get the city's approval to start the contract early for the retiree health and welfare part of this contract. It would cost the city approximately \$855.00 a month. Dane added that a concerned citizen brought it to his attention that our temporary summer help employees are being paid \$22.00 an hour and he currently represents a court clerk that makes less than that so he would like to re-open the contract and edit this court clerks' wages to match the summer help wages.

Mike Cooper made a motion to authorize the mayor to sign off on a start date of June 1st for the retiree health and welfare section of the Teamsters contract, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

Mike Cooper believes the contract cannot negotiate a wage change without reopening it, but the council can vote on whether to start the retirement medical early without opening the contract.

Mike Cooper made a motion to set up a meeting to re-open the Teamsters contract for to specifically address the part time court clerks' salary, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – BIOSOLIDS DISPOSAL PROJECT AWARD

Jim Starks reported the city recently advertised for services to remove the biosolids in the treatment plant. In prior years, Fire Mountain Farms, Inc., was the only bidder due to the fact they do not charge transportation costs.

Josh Collette made a motion to allow the mayor to enter into a contract with Fire Mountain Farms for the removal of the biosolids for 2-years at the treatment plant, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – CEMETERY LANDSCAPE MAINTENANCE SERVICES

Jim Starks reported Better Green Services has been the lowest bidder for approximately the last 10-years. This contract would include the fire department's lawn maintenance and will last for 3-years.

Josh Collette made a motion to authorize the mayor to sign a contract with Better Green Services for the city's landscaping, including the Fire Department, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – YMCA OF GRAYS HARBOR PARK & PLAY SUMMER PROGRAM

Franzine Potts from the YMCA of Grays Harbor reported they are trying to be more involved in the Elma community, so they came up with the Park & Play Summer Program. A grant has already been written for the funding of this program. The YMCA would staff the park, bring all the supplies, and there would be a lunch served for the children. This is a good starting point for Elma.

Josh Collette made a motion to authorize the mayor to enter into an agreement with YMCA of Grays Harbor's for the Park & Play Summer Program, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – SEPARATION AND RELEASE AGREEMENT

Mike Cooper asked for some clarification that this employee's personnel record is not being wiped clean upon signing this agreement. Chief Shultz verified that this employee's record is not being cleaned.

Mike Cooper made a motion to authorize the mayor to sign the Separation and Release Agreement, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – SPRINGBROOK EXPRESS PROFESSIONAL SERVICES – IMPORT PARCELS FOR PERMITTING

Wendy Collins reported Springbrook Express (SBX) offers a permitting module, but we have never utilized that feature when we switched over to SBX in 2022. However, with Larry being our temporary Building Official, he is experienced with the SBX permitting software. Wendy asked the council to approve SBX to import all the Elma city parcel information. The work should take approximately 4-hours. If staff had to enter the information, it would take many days to complete, with the possibility of human error. SBX will charge approximately \$1,316.00, plus applicable sales tax. Jim Starks reached out to Grays Harbor County, and they provided all the city parcel information in a format SBX can easily transfer.

Josh Collette made a motion to authorize the mayor to sign Springbrook Express parcel import agreement in the amount of \$1,316.00, plus tax, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – CHAMBER OF COMMERCE 4TH QTR 2022 REIMBURSEMENT \$9,010.55

John Heater made a motion to approve the reimbursement for the 4th Quarter 2022 to the Elma Chamber of Commerce in the amount of \$9,010.55, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS –CHAMBER OF COMMERCE 1ST QTR 2023 REIMBURSEMENT \$12,382.06

John Heater made a motion to approve the reimbursement for the 1st Quarter 2023 to the Elma Chamber of Commerce in the amount of \$12,382.06, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS –CHAMBER OF COMMERCE 2023 TRAVELERS COMPANION ADVERTISING \$1,825.00

John Heater made a motion to approve the reimbursement for the advertising with Travelers Companion to the Elma Chamber of Commerce in the amount of \$1,825.0, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

OUTSTANDING ITEMS – BODY CAMERAS

Chief Susan Shultz reported they are still trying to iron out some details then she will sign off on the contract once they are pleased with the cameras.

OUTSTANDING ITEMS – THEATER DEMOLISHION

Jim Starks mentioned that he got another application emailed to him, and he is still working with the EPA regarding how to keep everyone safe while completing a demolition. Mike Cooper asked if the city received a grant to tear down the theater because he had seen that in an official press release from the Department of Ecology, but Jim was not aware of this and will check into it.

OUTSTANDING ITEMS – CROSSWALK UPGRADES / STREET LIGHTING

Josh Collette reported they would like to move forward with 3 dynamic crosswalks on 4th St, Division St, and 11th St.

Josh Collette made a motion to move forward with the ordering, purchasing, and installing of 3 new dynamic crosswalks at 4th Street, Division Street, and 11th Street before school starts begins in the fall, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

COMMITTEE REPORTS

Parks and Public Works – Pat Miller reported this committee discussed many things at their most recent committee meeting, including the memorial at the local VFW, lowering the speed limit to Schouweiler Road, adding flashing lights during school times, the YMCA of Grays Harbor's Park & Play Summer Program, the culvert project we currently have going, and potentially having an auction to eliminate some of the city's old equipment that sits down at the city shop. They also discussed necessary tree trimming and having additional signs made to direct where our 10th Street Park is located.

Josh Collette made a motion to install flashing lights on both ends of the elementary school that will indicate when it's necessary to go 20 MPH in the school zone, seconded by Pat Miller. Pat Miller, Josh Collette, and Mike Cooper voted in favor. John Heater voted against. Motion carried 3-1.

Capital Facilities – Mike Cooper reported he and Jim Starks met at the Elma Chamber of Commerce to discuss using the small works roster for new garage doors and exterior painting on the visitor's center building. The committee recommends moving forward with these projects, which would cost no more than \$35,000.00.

Mike Cooper made a motion to use the small works roster to get a new garage door and new exterior paint on the visitor's center before the Heat on the Street event occurs, not to exceed \$35,000.00 out of the tourism budget, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

Legislative – Mike Cooper reported that he and Bethany Whipple-Boling met and there is currently a bill before congress called the Railroad Safety Act, but council member Cooper looked it over and he does not believe this bill includes any of the issues we are encountering such as the trains blocking intersections. Given that information, the committee intends to have the congress's staff pay Elma a visit and show them some of the struggles we see when dealing with the railroad. Mike Cooper mentioned he is concerned about the debt reduction/debt limit agreement happening in congress now. He would like to talk about spending part of the unused covid-relief money.

OTHER STAFF REPORTS

Chamber of Commerce – Jillanna Bickford reported the flyers for Heat on the Street are ready to be printed and there are 98 registered vehicles so far. Approximately 24 people have signed up for the city-wide garage sale. Friday Market just started, and the first event went well. The rest of the season is essentially filled already, only one or two spots are remaining for the whole season.

CITY COUNCIL REPORTS

John Heater – Asked about the equipment auction and wondered if we have given any thoughts to the auction house. Pat Miller reported they have not talked about that yet. John Heater wondered if we have property to put the new 10th Street Park sign on, to which council answered we can always use our city right-of-way to advertise directions to the park, if needed. John Heater wanted to give kudos to Jim Starks and the Public Works Department for clearing many of the alleys. He also wanted to give Chief Shultz a shout out for getting the message out to our citizens that the right-of-way is the owner's responsibility to keep clean and clear.

Mike Cooper – Mentioned a big congratulations to all the Elma High School seniors that are graduating this year.

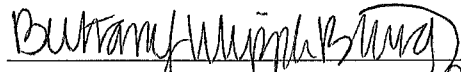
Josh Collette – Reported that when it comes to special event permits, the applicants should be fully responsible for getting any and all advertising necessary for their events. Chief Shultz and Josh Collette also feel like there should be a time expectation in which the city receives these requests and more details included on the application. Chief Shultz offered to update the current special event permit application since she had done this in a previous position. She believes she can help improve what we have.

NEXT MEETING


City Council Meeting, Tuesday, June 20, 2023, at 6:00 p.m. due to the Juneteenth Holiday on June 19th.
Work Session, Monday, June 26, 2023, at 6:00 p.m.

ADJOURNMENT

At 7:33 p.m., Josh Collette made a motion to adjourn, seconded by Mike Cooper. All council members voted in favor. Motion carried 4-0.



~~Jim Sorensen, Mayor~~ Pro Tem
Bethany Whipple-Boling



Wendy Collins, Clerk-Treasurer