



# Elma City Council Meeting

August 21, 2023

## Minutes

In-Person Meeting with Zoom Option

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### CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Mayor Sorensen called the August 21, 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, Bethany Whipple-Boling, Pat Miller, were present in-person and Mike Cooper attended via Zoom. John Heater was absent.

**Josh Collette made a motion to excuse council member John Heater, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.**

Mayor Sorensen would like to add a special event permit for Summit Pacific Medical Center to the consent agenda.

**Josh Collette made a motion to approve and amend the consent agenda to include the special event permit for Summit Pacific Medical Center, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.**

### CONSENT AGENDA

Approval of Agenda: August 21, 2023

Approval of Minutes: July 17, 2023

July 2023 Treasurer's Report

Approval of Accounts Payable for August 2023, checks 47437 - 47486 including EFTs in the amount of \$265,329.38, which includes an invoice for Andy's Auto Parts in the amount of \$1,114.70

Approval of July 2023 Payroll, checks 47470 – 47485 including EFTs in the amount of \$184,053.69

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

### NEW BUSINESS – SPECIAL EVENT PERMIT – TIMBERLAND LIBRARY MOVIE IN THE PARK & FEE WAIVER

**Bethany Whipple-Boling made a motion to approve the special event permit for the Timberland Library movie in the park and to include a fee waiver, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.**

### NEW BUSINESS – BIOSOLIDS REMOVAL PROJECT PAYMENT REQUEST

Jim Starks reported that the total amount due is \$33,471.40 after the retainage.

**Pat Miller made a motion to approve the biosolids removal with Fire Mountain Farms for \$33,471.40, seconded by Bethany Whipple-Boling. All council member 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.

### **NEW BUSINESS – EMPLOYEE REQUEST TO REVIEW RESOLUTION NO. 700**

Mayor Sorensen reported that a city employee would like to review Resolution No. 700 a resolution of the city council of the City of Elma authorizing reimbursement for travel and meals when conducting official city business. Josh Collette mentioned that he believes we should leave this resolution as is and create a different resolution allowing for advances. Pat Miller stated that some city officials might not be able to attend events if they don't have the pre-paid per diem allowance to do so. Mike Cooper recommends sending this business to the finance committee to do some fine tuning and bring it back to council later.

### **NEW BUSINESS – SPECIAL EVENT PERMIT – SUMMIT PACIFIC MEDICAL CENTER PEAK HEALTH WELLNESS FAIR & 5K FUN RUN/WALK**

Chief Shultz asked that Summit Pacific be more specific about where the volunteers will be located along the run/walk route for safety purposes.

Josh Collette made a motion to approve the special event permit for Summit Pacific Medical Center's Peak Health Wellness Fair & 5K Fun Run/Walk with the stipulation that they be more specific regarding where volunteers will be located on the route, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

### **ORDINANCES/RESOLUTIONS – RESOLUTION RELATED TO EFT TRANSACTIONS & CONTROL PROCEDURES**

If so adopted, would be Resolution No. 711

Bethany Whipple-Boling made a motion to adopt Resolution #711 A RESOLUTION AUTHORIZING EFT (ELECTRONIC FUND TRANSFERS) TRANSACTIONS AND IMPLEMENTING CONTROL PROCEDURES, seconded by Pat Miller. All council members voted in favor. Resolution adopted 4-0.

### **OUTSTANDING ITEMS – BODY CAMERAS**

Chief Shultz mentioned that she has had to go through 2 different cameras because the first one stopped working but other than that, they seem to be working well.

### **OUTSTANDING ITEMS – CROSSWALK UPGRADES**

Jim Starks submitted a grant with TIB (Transportation Improvement Board), and this year they have expanded their active transportation program to include smaller cities. This grant would allow for more crosswalks to be upgraded. Jim has met with our regional engineer, and he thought it was a good, positive project.

### **OUTSTANDING ITEMS – STREET LIGHTING**

Jim Starks reported that he hopes to have a proposal soon for updating/re-evaluating the lighting.

### **OUTSTANDING ITEMS – THEATER DEMOLISHION**

Jim Starks mentioned that some revisions were made to the loan offer from the Department of Commerce/Department of Ecology. It should be coming back to us soon.

### **OUTSTANDING ITEMS – 10<sup>TH</sup> ST PARK MAINTENANCE**

Jim Starks reported that a contractor has been lined up to take care of the siding at 10<sup>th</sup> St Park.

### **OUTSTANDING ITEMS – PAINTING AND GARAGE DOOR ON VISITOR'S CENTER**

Jim Starks mentioned that he has made a few phone calls and has not heard anything back yet about this project. There has been one set of bids for the painting and the garage door.

## **COMMITTEE REPORTS**

Parks and Public Works – Josh Collette reported that a bench design was selected for the Memorial Bench Project. The Parks board meets again in September.

Public Safety – Josh Collette mentioned that it is about time to schedule another meeting. Mayor Sorensen added that it might be beneficial to include Fire Chief Ward in these meetings.

Legislative – Mike Cooper reported that Representative Tharinger visited the daycare facility, the church building, and the 10<sup>th</sup> St Park. They reviewed the preliminary report that came from Rock Project Management Services and Representative Tharinger was very impressed with his tour of Elma. Also, with the development of Eagles Landing, he is very hopeful for Elma's economy. He reminded us that capital budget requests for legislative are due in his office by October. They reviewed the RCO grant money for upgrades at our parks.

## **STAFF REPORTS**

Police Chief Shultz mentioned that the National Night Out Event was a huge success, with all t-shirts gone after only a half-hour. Council members Heater and Collette also attended, and it was a great event to bring the community together. The Police Department has still been understaffed as they have one officer out on an injury and some vacations occurring at the moment. Officer Sample is back to work on light duty, so he will be learning some of the administration side of how things work. Mike Cooper asked if the officers carry defibrillators in their cruisers with them and Chief Shultz said they do not.

Clerk-Treasurer Wendy Collins stated that she's been busy working on the upcoming budget. Also, Wendy had ordered some fireproof file cabinets, but they are already full, so one more will need to be purchased once more are in stock at the store. The clerk's office is busy working on filing and is working full steam ahead.

Public Works Director Jim Starks reported that he sent an email last week regarding the Port of Grays Harbor's SEPA comments are due next Monday. Councilmember Collette had concerns about the infrastructure, derailment inside city limits, lengths of the trains, train speed, and an emergency vehicle route in case of emergencies. Jim replied that they cannot increase their speed if the city has difficult rail crossings. Councilmember Mike Cooper believes that someone needs to be accountable for the new safety procedures that will need to be conducted and we should start with the Port of Grays Harbor.

## **OTHER STAFF REPORTS**

Librarian – Dee Depoe would like to thank Jim Starks for always going above and beyond for the library, including recently helping a patron who was set to use the meeting room there but couldn't get into the building because of an error in the card reader system. Dee reported that the Elma Timberland Library is in their final weeks of the summer reading program, with this Friday's event being a Movie in the Park starring the movie Moana.

Chamber of Commerce – Jillanna Bickford reported that Heat on the Street was a few weeks ago and it was a huge success for the Chamber. There were 377 vehicle entries, with more motorcycles and off-road varieties this year. Jillanna mentioned that having two fryers for cooking food was very beneficial for them. The Street Dance went well, there were approximately 300 people at the event. They have started working on the Wine Festival and the bands are about to be booked so they will be ready to go. Another new "Welcome to Elma" sign will be installed soon down by Eagles Landing.

### **MAYOR'S REPORT**

Mayor Sorensen reported that he just heard back from the hiring consultants regarding the Public Works Director position, and they have found five qualified applicants for the City of Elma to review. A meeting will be set up to discuss what steps are next.

### **CITY COUNCIL REPORTS**

Bethany Whipple-Boling – Mentioned to Jillanna that she did a great job with the Street Dance because it was Lennox's favorite part of her summer vacation.

Mike Cooper – Reported that he attended the state-wide Dolly Parton Imagination Library Celebration that took place in Tacoma, WA. This program allows children to receive a book every month until they turn five years old. Mike Cooper would like to schedule time on the agenda for the new Fire Chief, Kenny Ward, to talk about a comprehensive report on their staffing levels and response times due to those levels. He also mentioned that he believed they previously voted to cancel July & August work sessions.

Josh Collette – Reported that school is starting up again next week.

### **NEXT MEETING**

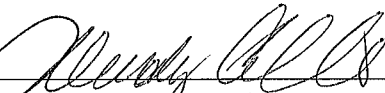
The next Council Meeting will be Tuesday, September 5, 2023, at 6:00 p.m.

### **ADJOURNMENT**

At 6:57 pm, Pat Miller made a motion to adjourn, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

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Jim Sorensen, Mayor



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Wendy Collins, Clerk-Treasurer