



Elma City Council Meeting

September 18, 2023

Minutes

In-Person Meeting with Zoom Option

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Mayor Sorensen called the September 18, 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 Pat Miller. Absent were Mike Cooper.

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

CONSENT AGENDA

Approval of Agenda: September 18, 2023. Add Springbrook (SBX) Permitting Subscription and Training under New Business. Also add the Interlocal Agreement with Aberdeen for Building Official Services under New Business.

Approval of Minutes: September 5, 2023

Approval of Accounts Payable for September 2023 in the amount of \$222,621.99, Andy's Auto Parts & Service in the amount of \$83.74, including EFTs, for a grand total of \$222,705.73

Josh Collette made a motion to approve the amended consent agenda with the requested New Business additions, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – ELMA CHAMBER OF COMMERCE JUNE 2023 REIMBURSEMENT **\$4,655.70**

John Heater made a motion to approve the reimbursement for the Chamber of Commerce for June 2023 in the amount of \$4,655.70, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – ELMA CHAMBER OF COMMERCE JULY 2023 REIMBURSEMENT **\$5,689.11**

John Heater made a motion to approve the reimbursement for the Chamber of Commerce for July 2023 in the amount of \$5,689.11, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – ELMA CHAMBER OF COMMERCE AUGUST 2023 REIMBURSEMENT **\$5,101.94**

John Heater made a motion to approve the reimbursement for the Chamber of Commerce for August 2023 in the amount of \$5,101.94, seconded by Bethany Whipple-Boling. 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.

**NEW BUSINESS – ELMA CHAMBER OF COMMERCE 2023 STREET DANCE
REIMBURSEMENT \$1,025.00**

Mayor Sorensen commented it was a great Street Dance.

Bethany Whipple-Boling made a motion to approve the reimbursement for the 2023 Street Dance event for the Chamber of Commerce in the amount of \$1,025.00, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

**NEW BUSINESS – ELMA CHAMBER OF COMMERCE 2023 HEAT ON THE STREET
REIMBURSEMENT \$11,718.21**

Bethany Whipple-Boling made a motion to approve the reimbursement for the 2023 Heat on the Street event for the Chamber of Commerce in the amount of \$11,718.21, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – UPDATE ON BUILDING OFFICIAL

Mayor Sorensen reported that he and a few other staff members met with Joe Chrystal to talk about his return to the city. Joe is very eager to come back to work, reporting at light duty. During that meeting, they discussed having Joe perform the office work duties while the City of Aberdeen's Building Official could perform the required inspections. It will be a little more expensive, but it's the best way to get Joe back to work. No action is needed by the council at this time.

**NEW BUSINESS – SPRINGBROOK PERMITTING SUBSCRIPTION & TRAINING \$6,700.00
PLUS TAX**

Wendy Collins reported that when Larry Skinner came on as our temporary Building Official, he began using the permitting module in Springbrook Software. The city had not paid for this module of the software because it was not being used at the time of our conversion in 2022. Springbrook sent the city a quote for the permitting software, which has 10-hours included for training and support. The cost includes a 14.286% discount.

Josh Collette made a motion to authorize the agreement with Springbrook for Permitting Subscription and Training in an amount not to exceed \$6,700.00 plus tax, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

**NEW BUSINESS – INTERLOCAL AGREEMENT WITH CITY OF ABERDEEN BUILDING
OFFICIAL**

The current Interlocal Agreement was signed back in 2012 but does not have an expiration date so the city can still work under this agreement. The City of Aberdeen's Building Official could come to City of Elma anywhere from 8 to 12 hours each week to perform the required inspections while Joe works in the office. Mayor Sorensen does not believe Aberdeen would charge us more than their going rate for their Building Official, but we are still waiting on a quote from Lisa Scott.

OUTSTANDING ITEMS – BODY CAMERAS

Chief Shultz reported that she is preparing a video.

COMMITTEE REPORTS

Parks and Public Works – Josh Collette reported the Parks Board met last week, and they will be bringing forward a couple of recommendations. Nothing for Public Works.

Public Safety – Josh Collette mentioned that they were supposed to meet last Wednesday but had to reschedule the meeting to this coming Wednesday.

Finance – Bethany Whipple-Boling reported she sent out an email last week to council about an item that she accidentally left out of her report at the last council meeting.

Culture and Recreation – John Heater reported that a meeting is being scheduled later this week to talk about the Chamber of Commerce’s garage door issue and the budget.

OTHER STAFF REPORTS

Police Chief – Susan Shultz reported that Sergeant Sample is back to work on limited duty. He also attended the Bike Rodeo event that was put on by Summit Pacific Medical Center and he met some great people. The Elma Police Department is still short-staffed and is having to utilize Grays Harbor County’s Sheriff’s Department when she can’t get enough officers to staff the city. Lastly, Chief took a tour of the Chehalis Tribal Jail, and they are adding additional cells to their facility. While touring, she became aware that their facility has hearings and arraignments via video. Chief Shultz would like to address getting that system implemented here at the City of Elma as it is free and would save on the travel time.

Fire Chief – Kenny Ward gave a report on Fire District #5’s incident statistics for the month of August.

Librarian – Dee Depoe reported that this month is Library Card Month, and she showed a few examples of the new artist-created library cards. Dee shared that in 2022 they had only 33 people sign up for a card due to Covid-19 but this year in 2023 there has been 162 people that have signed up for a card. Our Elma Timberland Library had a total of 6,500 items checked out last month. The library and the Elma Police Department are having a friendly competition to see who can create the longest “Rock Snake.” Lastly, Dee wanted to inform everyone that sometime in October, the library will be closed for about 3 weeks while the bathrooms get renovated.

Chamber of Commerce – Jillanna Bickford stated that the Chamber of Commerce has the bands locked in for the Winter Wine Festival. They also have 4 vendors signed up so far and she thinks 3 wineries will be there. Fall Festival planning has begun. Event postings are already on Facebook.

MAYOR’S REPORT

Mayor Sorensen inquired if the council members would like to have a council retreat for this fall. John Heater agreed and preferred a date in November. Bethany Whipple-Boling will send out a poll to see when everyone is available.

CITY COUNCIL REPORTS

Bethany Whipple-Boling – Reported that she met with Aaron David, and he has some great ideas on how to serve the youth of our community and why doing that is such an important thing. Bethany highly encourages the council to meet him and support him on his journey to help our youth. Lastly, now that she has a child that is elementary-aged, she is wondering if the potholes can be filled that are on the shoulder of the roads down by the Elma Elementary School. She has seen a couple of accidents almost happen and would love to see a fix to the problem.

Josh Collette – Reported that he also attended the Summit Pacific Medical Center Fun Run & Walk. On Thursday, there will be a meeting for Blue Zone’s Activate Group, and they will have a follow-up from their meeting in July. The Fight Foundation will be holding their Gala on September 30th.

EXECUTIVE SESSION

Mayor Sorensen called for a 15-minute executive session at 6:35 p.m. to discuss an applicant for public employment per RCW 42.30.110.(1)(g).

At 6:50 p.m. Mayor Sorensen ended the executive session and resumed the regular meeting.

ACTION FROM EXECUTIVE SESSION

John Heater made a motion to accept the appointment of Rick Eaton as the City of Elma Public Works Director, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

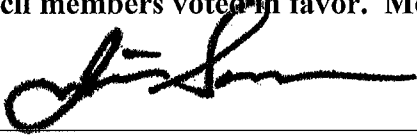
NEXT MEETING

The next Work Session will be Monday, September 25, 2023, at 6:00 p.m.

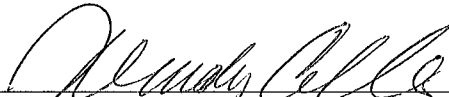
The next Council Meeting will be Monday, October 2, 2023, at 6:00 p.m.

ADJOURNMENT

At 6:50 p.m., Josh Collette made a motion to adjourn, seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried 4-0.



Jim Sorensen, Mayor



Wendy Collins, Clerk-Treasurer