



Elma City Council Meeting

October 2, 2023

Minutes

In-Person Meeting with Zoom Option

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Bethany Whipple-Boling called the October 2, 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. Mayor Sorensen was absent.

CONSENT AGENDA

Approval of Agenda: October 2, 2023. Add special event permit under New Business for Elma High School's Homecoming Parade

Approval of Minutes: September 18, 2023

Approval of September 2023 Payroll checks 59618-59633, including EFTs, in the amount of \$212,303.23.

Josh Collette made a motion to approve the consent agenda as amended, seconded by Mike Cooper.

All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – CAPITAL FACILITIES PLAN

Mike Cooper would like to thank the council and Rock Project Management Services for their hard work in putting together this 6-year plan for the City of Elma.

Mike Cooper made a motion to approve the 6-year Capital Facilities Plan as presented by Rock Project Management Services, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

Mike Cooper asked Attorney Chris Coker if we would need to schedule a public hearing to amend the comprehensive plan or if it can be done just by Resolution/Ordinance. Chris believes there is no need to schedule another public hearing for this matter.

Mike Cooper made a motion to amend the comprehensive plan to include this adopted 6-year Capital Facilities Plan, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – EXEMPT & NON-REPRESENTED EMPLOYEE AGREEMENT

Mayor Pro Tem Bethany Whipple-Boling and Wendy Collins both mention how this agreement has been reviewed and discussed by the Finance Committee and the committee believes it was put together well and is ready for approval. Josh Collette asked what portion of the sick leave can be bought out, Wendy responded stating one-third of sick leave can be bought out upon retirement. Wendy will make sure this is added to the agreement. Mike Cooper asked if this was current practice or if any of this is new. Wendy replied that the VEBA is a new benefit. Mike Cooper firmly believes that our management needs to be treated fairly and that this agreement needs to be talked about more before moving forward. Attorney Chris Coker mentioned that at the state level, management is set at a certain percentage above the highest paid non-management employee. This business is being sent back to the committee. Josh Collette thanked Wendy for her time spent writing up this agreement. Mike Cooper would like a detailed list of the newly added benefits.

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 – 2024 INFORMATION TECHNOLOGY MUTUAL AGREEMENT WITH THE CITY OF MONTESANO

Josh Collette mentioned that this business states, “as amended” and would like to know what has changed. Wendy Collins states that the only change was related to the 2024 salary cost.

Josh Collette made a motion to approve the amended mutual agreement for 2024 IT Services with the City of Montesano and authorizes the mayor to sign, seconded by Mike Cooper. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – FIREARM SURPLUS COMPENSATION AND WAIVER

Bethany Whipple-Boling asked what the price was for on the credit memo, and Chief Shultz stated it was what East County Guns would offer to buy each gun for. Josh Collette reported the price seems very low to him, and he would like more clear documentation. Chief Susan Shultz replied that it is lower because these were service weapons that are 10-years old and not many people are buying 40 calibers these days. John Heater said he would recommend taking the \$75.00 as stated in the quote and doubling it, making the value \$150.00. Mike Cooper is comfortable with \$150.00 as well.

Mike Cooper made a motion to surplus 11 Glock 22 40 calibers as listed in the surplus list attached to the waiver, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

Mike Cooper made a motion to make the 11 service weapons available to our law enforcement officers as outlined in the report from the Police Chief for \$150.00 fair market value, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

Again, Josh Collette mentions how he would like the documents to be cleared up.

Mike Cooper withdrew his motion, and it was rescinded. The topic was tabled.

NEW BUSINESS – REGION 2 HVE CONTRACT FOR 2023-2024

Josh Collette made a motion to authorize the mayor to sign the contract for region 2 HVE for 2023-2024, seconded by Pat Miller. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – ELMA CHAMBER SPECIAL EVENT PERMIT SAFE DOWNTOWN TRICK OR TREAT

John Heater mentioned that the size of the event on the map should be extended all the way to the Set Free Church intersection.

Josh Collette made a motion to approve the special event permit for the Elma Chamber of Commerce’s Safe Downtown Trick or Treat, seconded by John Heater. All council members voted in favor. Motion carried 4-0.

NEW BUSINESS – ELMA HIGH SCHOOL SPECIAL EVENT PERMIT HOMECOMING PARADE

Baylee Daniel from Elma High School talked about the parade route and the performances for that evening. Street closure on Main St. and 2nd St. to 10th St. would need to occur from 5:45 p.m. to 6:30 p.m. for the student’s safety.

Pat Miller made a motion to approve the special event permit for the Elma High School’s Homecoming Parade, seconded by Josh Collette. All council members voted in favor. Motion carried 4-0.

RESOLUTIONS – EMERGENCY RESOLUTION REGARDING SEWER RESTORATION

If so adopted, this would be Resolution #711. Chris Coker was not aware that this was an emergency. Wendy Collins mentioned Jim Starks thought this was the best way to handle the emergency sewer restoration.

Attorney Chris Coker reported we must have a resolution to declare an emergency, even after the fact.

Pat Miller made a motion to adopt Resolution #711, A RESOLUTION OF THE ELMA CITY COUNCIL FINDING THE EXISTANCE OF AN EMERGENCY AND WAIVING COMPETITIVE BIDDING REQUIREMENTS PURSUANT TO RCW 39.04.280, seconded by Mike Cooper. All council members voted in favor. Resolution #711 adopted 4-0.

OUTSTANDING ITEMS – BODY CAMERAS

Motorola will be coming back to do a re-launch to try and work out all the bugs of these body cameras. Chief Shultz has made it known that if issues persist that they will get a full refund and go with another company. The Elma Police Department is not currently using the cameras until the issues get worked out.

OUTSTANDING ITEMS – THEATER DEMO

Josh Collette mentioned there are reports of stray cats living in the theater. This building is not stable and could easily become a liability for the City of Elma. Bethany Whipple-Boling reported that we might need to have animal patrol come and remove the cats, but Chief is not sure it's safe enough for anyone to enter. By the next council meeting, council member Mike Cooper would like a full written report from Mayor Sorensen and Jim Starks on the actions that have been taken on demolishing the theater. He is ready to move forward on taking this matter to the legislative committee. Pat Miller reported this has been going on for 5-years.

COMMITTEE REPORTS

Legislative Committee – Mike Cooper reported he is going to get together with Bethany Whipple-Boling to prepare the necessary documentation to ask Representative Tharinger in October for \$500,000 for the theater demolition and the Veteran's Park.

AD HOC COMMITTEES

Emergency Plan – Mike Cooper updated the council on the City of Elma's intentions to tag onto Grays Harbor County's grand emergency plan. They are waiting to hear back from the county.

STAFF REPORTS

Police Chief – Susan Shultz reported that the Elma Police Department had 365 services calls for the month of September. 53 agency assist, 85 crimes against persons, 52 property crimes, 40 of these service calls involved drugs and/or alcohol. Throughout the month they had 58 traffic stops, 12 were infractions, 2 were criminal, and 44 were verbal warnings. They had 8 arrests, 1 was felony and 7 were misdemeanor. 110 customers visited their office, they assisted with 1 firearms transfer, 9 CPL's and 14 fingerprint sets. She is preparing for Coffee with a Cop at Starbucks on October 18th. Sergeant Sample should be back to full duty by January 1st, 2024. Officer Crisp will be graduating from the police academy at the beginning of November 2023.

Clerk-Treasurer – Wendy Collins stated we are all happy to have Joe Chrystal, our Building Official, back to work as of last week. The part-time court clerk has notified that she will be leaving in November so we will be looking for her replacement. Wendy also mentioned that many boxes that were in our meeting room have now been disposed of properly and were shredded by Lemay Garbage Services. The City of Elma was selected to be a test city to try out the new version 7 of our software, Springbrook. Lastly, Wendy reported that Kristen Bryant of Rock Project Management Services is working on writing a cemetery grant for the city.

Librarian – Dee Depoe said that during their bathroom construction, they will not be closed like she had previously reported. She mentioned that the Elma Timberland Library had a pumpkin painting program, and it was a success.

Chamber of Commerce – Jillanna Bickford reported the Candidate Forum will be held at the Eagles this year. Fall Festival planning has begun, and some businesses have already signed up. She has been reaching out to breweries for the Winter Wine Festival. Mike Cooper recommended having the Candidate Forum earlier in the season, Jillanna said she would mention this to the board.

CITY COUNCIL REPORTS

Mike Cooper – Wanted to thank the City of Elma and council for the sympathy card and plant his family received.

Pat Miller – Also wanted to say thank you for his plant and to those who signed his sympathy card.

Bethany Whipple-Boling – Reported that the potholes down by the elementary school were filled by the Elma School District. Bethany hopes to organize a meeting with the superintendent, other school members, and possibly Chief Shultz to talk about more safety protocols.

NEXT MEETING

City Council Meeting, Monday, October 16, 2023, at 6:00 p.m.

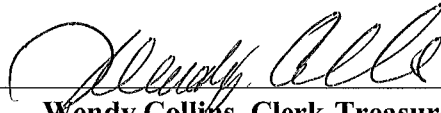
Work Session Meeting, Monday, October 23, 2023, at 6:00 p.m.

ADJOURNMENT

At 7:28 p.m., Pat Miller made a motion to adjourn, seconded by Mike Cooper. All council members voted in favor. Motion carried 4-0.



Jim Sorensen, Mayor



Wendy Collins, Clerk-Treasurer