

CITY OF CARNATION

MINUTES OF THE SPECIAL CITY COUNCIL MEETING

April 5, 2022

CALL TO ORDER: Mayor Kimberly Lisk called the online special meeting of the Carnation City Council to order at 7:00 PM on April 5, 2022.

ROLL CALL: Mayor Kim Lisk, Deputy Mayor Jim Ribail, Councilmember Tim Harris, Councilmember Dustin Green, Councilmember Adair Hawkins, and City Manager Ana Cortez attended the audio/video conference.

APPROVAL AGENDA: MOTION BY COUNCILMEMBER ADAIR HAWKINS AND SECOND BY COUNCILMEMBER DUSTIN GREEN TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY (5-0).

STAFF REPORTS: Jordan Perry, KPG:

The project will resume in mid-July; 3 weeks to complete the road work, and closures will be kept to a minimum. The sidewalks have been completed. The work that would go further north than what we have in place now is likely to be part of a second phase of the project. The landscaped areas were all far too wet and saturated for any type of plant. After Tolt Avenue is reopened and the remaining work would be done under the standard alternating lane closures. Jordan said that the streetlights will be done before July. PSC will energize the breaker panels.

City Manager Ana Cortez:

1. We have been working on a FAQ document with frequently asked questions, which is another big topic.
2. The only section we have yet to complete is the IGA section, although I believe Jordan might be able to give you some feedback on how to access the IGA.
3. We are grateful to our public information officer who has been helping us with that process and with the project.

EXECUTIVE SESSION: The City Council exited the public session of the Council Meeting at 7:15 PM to convene an Executive Session pursuant to RCW 42.30.110 (1) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.; and RCW 42.30.110 (1)(h)(ii) to consider litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity.

No action will be taken after executive session.

At 8:25 p.m., the executive session ended.

**COUNCIL REPORTS AND
REQUESTS:**

Deputy Mayor Ribail:

1. Attended a Watershed Forum on March 16.
2. On March 23rd, we had our first groundbreaking ceremony for our community space and EOC which was a great event.

Councilmember Adair Hawkins:

1. Attended a transportation event and learned that the transportation budget plan is 16 years long.
2. Attended the safety committee; there are still plans to make the crosswalk at Morrison Street and HWY 203, but they are waiting for better weather conditions.

Councilmember Tim Harris:

1. The upper dam is at 90% capacity, the evacuation sirens and everything is running smoothly.
2. On the 26th, Councilmember Green and I attended "Coffee with Council". We ended up having a great conversation about the Tolt Avenue reconstruction.
3. On the 30th, I met with Sno Valley Amateur Radio Club to talk about what their requirements would be to staff an emergency operation center. They gave me the information about what they would need and how much power they need.
4. On the 31st, meeting with the eastside cities that are members of the King County Regional Water Quality Committee. Talked with King County Councilmember Perry about the rate decisions and equity across the entire wastewater management system.

Councilmember Green:

1. On March 22nd, the Public Health and Safety Committee discussed coming events, such as, "Be Dam Ready", "National Night Out", and other events.
2. On March 25th, I had a meeting with King County Councilmember Sarah Perry we talked about public safety, transportation, environment and emphasized the importance of the police contracts with the King County Sheriff. She indicated that she is planning a Fire and Police Summit in April. We talked about mass transit and opportunities. Emphasized how dependent we are on the railroads. We talked about fish habitats and future projects for the Tolt River levee levels.

Mayor Kim Lisk:

1. On June 2nd, King County Councilmember Sarah Perry is planning a Town Hall community event in the City of Carnation, location is still being determined but will start at 6:30 P.M. On May 17th, King County Councilmember Sarah Perry will participate in the City Council meeting.
2. Sno Valley Government Association Transportation: Met with Josh Brown. We identified our needs in transportation, metro, and infrastructure. We will talk to PRC. King County Councilmember Perry is setting up a meeting in April with all of us with Metro. We talked about the funds and the safety impact of the 202 and 203 highways.
3. Met with Catherine, the new CEO of Hopelink last Friday. I want to invite Hopelink to share with us their outreach resources available to their community.
4. Ana and I met with Representatives Ramos and Callan and intend to be in contact and keep the communication open.

STAFF REPORTS:

City Manager, Ana Cortez:

Finance:

1. Online banking has been established.
2. We will be getting updates on reporting on various grants from the State.
3. Maria is leading the software conversion, to migrate from Vision to Bias. She will teach staff how to use system.
4. We have closed December and we have 2021 closed. Maria will provide reports as soon as the end of this week.

Public Works:

1. We have interviews scheduled for next week. Until we have people who are in the office being on boarded for these jobs and we will continue to recruit.
2. Our conversations with Bear Creek Landscaping are very promising and we have the intention to bring them on board. They will take care gardening and maintenance of Tolt Commons and the playground. We are asking them to put some boulders along the edge of the grass area to avoid grass damage from happening in the future. Our intention by bringing a professional landscaping company is the "WOW" factor.

City Manager's Office:

1. Economic Development Consultant will be coming next week. We will be meeting with the Chamber of Commerce and stakeholders to look at a long-term economic development strategy, for 3 years, and the steps that the city can accomplish e.g., diversification of its revenue and how to support current businesses but also attract new ones.
2. King County Parks: will finalize the paperwork with county so we can receive \$3,000.00 to access funding for projects.
3. Challenges: we need to be aware of paying our bills on time.
4. We have been focusing on PSRC grants and reports for the last month. We are finally up to date.
5. Payroll: we are looking forward to ADP allowing us to have our first fully automated process.
6. The Salary Commission will be meeting later this month. Laura Baines, the consultant, will put together a Comp Analysis with other cities on how much they spend on councilmembers and mayors.
7. We continue to look for funding opportunities. I had several conversations with the Department of Commerce and King County. Our contact person in commerce sent me an email about several potential funding sources for projects and deadlines are coming up in the fall.
8. The CDBG application deadline is in April for the ADA component of the community space, and I will bring that to you at the next meeting.

Jean, City Planner:

1. Held a community meeting on March 16th to talk about the temporary retail stands as well as the parked vehicles for business and other amendments.
2. The feedback will be discussed at the planning board meeting on March 28th, and we will bring the results to the City Council meeting.
3. We are still soliciting applications for the Parks Advisory board so I would encourage anyone who is a residential property owner or business owner in Carnation to consider applying for are parks Advisory Board.

**PUBLIC COMMENTS &
REPORTS:**

None.

AGENDA BILLS:

a) AB22-19: Ordinance. Amending Chapter 15.09 CMC Local Project Review; updating the City's project permit review procedures to allow for the use of digital and other alternative methods of notice.

City Planner, Jean Lin: The City project permit review procedures allow the use of digital and other alternative methods of noticing how our community and our technology have evolved. For example, when we get new applications that require sending a notice to the neighbors those notices will still go through USPS. However, if someone sends us an email, we will send notifications electronically. We will discuss it at public hearings with the community and the Planning Board.

Council discussed amendment.

MOTION BY DEPUTY MAYOR RIBAIL AND SECOND BY COUNCILMEMBER TIM HARRIS TO APPROVE AMENDING CHAPTER 15.09 CMC LOCAL PROJECT REVIEW; UPDATING THE CITY'S PROJECT PERMIT REVIEW PROCEDURES TO ALLOW FOR THE USE OF DIGITAL AND OTHER ALTERNATIVE METHODS OF NOTICE.

Motion passed unanimously.

b) AB22-20: Ordinance. Amending Chapter 15.16 CMC Subdivision and 15.88 CMC Critical Areas; updating and clarifying the City's regulations governing performance and maintenance security mechanisms, including without limitation in the context of subdivision improvements and critical areas site restoration; and eliminating outdated and inaccurate gendered pronouns.

City Planner, Jean Lin: We needed to update our code to make sure we have required bonds that will sufficiently cover any improvements that are required for any development project. For example, if the applicant failed to make an improvement, then we will use the bond as security so the city can complete those improvements or maintenance. This will be discussed in public hearings.

Council discussed amendment.

MOTION BY COUNCILMEMBER TIM HARRIS AND SECOND BY COUNCILMEMBER DUSTIN GREEN TO APPROVE AMENDING CHAPTER 15.16 CMC SUBDIVISION AND 15.88 CMC CRITICAL AREAS; UPDATING AND CLARIFYING THE CITY'S REGULATIONS GOVERNING PERFORMANCE AND MAINTENANCE SECURITY MECHANISMS, INCLUDING WITHOUT LIMITATION IN THE CONTEXT OF SUBDIVISION IMPROVEMENTS AND CRITICAL AREAS SITE RESTORATION; AND ELIMINATING OUTDATED AND INACCURATE GENDERED PRONOUNS.

Motion passed unanimously.

c) AB22-21: Ordinance. Amending Chapter 15.18 CMC, Land Use Approvals; adopting new standards and procedures governing the expiration and modification of Site Development Review and Design Review approvals.

City Planner, Jean Lin: Originally it was to establish a procedure and criteria for how we want to make changes and approvals for site developments. We have augmented the scope because we found that some of the permanent expiration provisions are inadequate. This would help better address the potential delays that are more appropriate for construction projects.

Council discussed amendment.

MOTION BY DEPUTY MAYOR JIM RIBAIL AND SECOND BY COUNCILMEMBER DUSTIN GREEN TO APPROVE AMENDING CHAPTER 15.18 CMC, LAND USE APPROVALS; ADOPTING NEW STANDARDS AND PROCEDURES GOVERNING THE EXPIRATION AND MODIFICATION OF SITE DEVELOPMENT REVIEW AND DESIGN REVIEW APPROVALS.

Motion passed unanimously.

d) AB-22-17: ARC Notice to Proceed.

City Manager, Ana Cortez: This item is related to the development of the community space. I would like to provide a notice to proceed for ARC so they can continue doing the work that is necessarily leading to a groundbreaking about a year from now. The specifics are in exhibit A. The contract that we entered with ARC on April 8, 2021, was for \$632,202. We have the funds in that contract, technically, because I am not asking for an allocation, and this is a contract that you have already approved. The only difference is that we have now a different scope of work in Exhibit A and that is consistent with the construction of this facility in the triangle space. If you approve it, I will go ahead and proceed and sign the notice for ARC so that they can start working on this project.

MOTION BY COUNCILMEMBER TIM HARRIS AND SECOND BY DEPUTY MAYOR JIM RIBAIL TO DIRECT THE CITY MANAGER TO ISSUE NOTICE TO PROCEED TO ARC FOR \$517,599.42 CONSISTENT WITH THE SCOPE OF WORK CONTAINED IN THE PROPOSAL DATED 3-25-2022.

Motion passes unanimously.

e) AB 22-23: Contract between City of Carnation and Maria Pena for \$80,000 for 14 months.

City Manager, Ana Cortez: Maria Pena came on board to evaluate systems and workload to develop an accurate scope of work. Payroll was not something that was in her original scope of work, and it has taken a lot of the resources that we needed. I proceeded with a contract that was under my authority to sign for \$25,000. As we get closer to the end of that contract, the funds have been used, and it makes sense to ask the council to approve a robust contract that describes the areas that we have identified as being a priority. When Kelly's position is filled, 80% of the tasks will be transferred to that other person. And at that point I do see a role for Maria even after for our transition in the software. We are going from Vision to Bias. Maria will help us build the capacity of the finance staff and other members who are using the software. This is the second contract for Maria.

Council discussed contract.

MOTION BY COUNCILMEMBER TIM HARRIS AND SECOND BY DEPUTY MAYOR JIM RIBAIL TO AUTHORIZE A CONTRACT FOR \$80,000 FOR THE PROVISION OF FINANCIAL MANAGEMENT SERVICES BETWEEN THE CITY AND MARIA PENA FOR A PERIOD OF 14 MONTHS.

Motion passed unanimously.

AB22-18. Resolution. Rescind and terminate the City's March 6, 2020, Declaration of emergency due to the COVID-19 Pandemic and repeal resolution No. 441.

City Manager, Ana Cortez: The reality is that these types of resolutions declarations are essential for recovering funds from the federal government and the state. Requests had already come in from council members that it was time for us to rescind the declaration. There have been some concerns about it. One of the concerns was could this come back and hurt us? If we seek out FEMA funding for example, and they say well, we can find you but only up to the point where you have an emergency declaration. Now, having said that, I have been working with FEMA since I got here, and we just have not found an opportunity to get funding. We already got reimbursement through CARES. I did send an email to FEMA. I have not received a response. My recommendation to you is that we continue with the hybrid format that we have that allows members of the public to be online and what matters is that they are participating. We want to do anything and everything that allows the community to be part of these conversations. That is the logic behind having this resolution, rescinding the declaration.

Council discussed repealing resolution.

MOTION BY DEPUTY MAYOR JIM RIBAIL AND SECOND BY COUNCILMEMBER TIM HARRIS TO ADOPT THE RESOLUTION TO TERMINATE THE CITY'S MARCH 6, 2020, DECLARATION OF EMERGENCY DUE TO THE COVID-19 PANDEMIC AND REPEAL RESOLUTION No. 441.

Motion passes unanimously.

CONSENT AGENDA:

MOTION BY _____ AND SECOND BY _____ TO APPROVE THE CONSENT AGENDA. MAYOR LISK CALLED FOR A VOTE TO APPROVE THE CONSENT AGENDA.

Approval of Minutes for the following dates:

a) February 15, 2022

Claims and Payroll- Will be available on 4.4.22 as Amendment to Agenda

b) Claim- Approval of Claims for April 5, 2022, for \$268,271.82 2.

c) Payroll- Approval of Payroll for April 5, 2022, for \$97,985.32.

Contracts

d) AB22-22. Approval of KPG's Changer Order 02 for \$35,360.16 for the addition of luminaire breaker panels.

MOTION BY COUNCILMEMBER _____ AND SECOND BY _____ TO APPROVE THE CONSENT AGENDA.

Motion _____.

AFFILIATE

None.

REPORTS/PRESENTATIONS:

DISCUSSION ITEMS:

1. Tolt Avenue SR 203 Update

City Manager: Nothing on Tolt Avenue - we covered everything.

2. Community Space

City Manager, Ana Cortez: We have requested that we submit an invoice directly to the Department of Treasury for the full amount so that we can then take that money and pay our public safety invoices, specifically the sheriff's office. The sheriff's office invoice comes in is \$500,000. For this year, we take \$300 and change from Treasury and we pay the sheriff's office that used to be savings in our general fund. That savings now we use for the building across the street. So, it is switching money around, but we make some differences because it is no longer federal funding that we are using for that building. It then it becomes very flexible money, whereas before ARPA could only be used for sewer water infrastructure. There is a report that is due at the end of the month. We will be bringing that draft to you at the next council meeting. We will have a formal response from Treasury as to whether that is the way to go. We do not want to make any assumptions we want and okay them. And up at this point, we are I am like 90% sure that this is the intention behind the final ruling that allows small jurisdictions like us, to ask for the reimbursement in that manner. So that is exciting.

We are moving forward with the Department of Commerce. We have several things that we need to submit to them. We have until 2024 to spend the money but even if we do not spend it by then, we can extend the period based on our time and that should work fine. They are allowing us to request reimbursement for previous costs, that we have already spent on ARC, for example, I intend to recover those funds. It is nice that we will be able to submit invoices right away so that we can get more income for our project. Of course, they have asked for a press conference, a similar kind of situation, and it only makes sense. We would of course ask our state representatives to join us we will ask the Department of Commerce to join us, and we will do the same thing big check you know pictures donors, coffee, the press and go from there and so but we are very happy that the two funding sources almost stopped, landed exactly in the same spot. With a week. We could not have accessed the commerce funding without the 1.5 million dollars.

3. Other

Councilmember Hawkins: The most comments I get from the public are about the sidewalk that is currently built in the road on Entwistle and 333rd. John Day

Homes had to pull out the sidewalk and redo it to code. However, they had already poured the sidewalk in front of a private person's home and our legal counsel said, John Day Homes does not have to touch that sidewalk. I did not agree with the decision especially because I thought they should at least pull out their mistake and here is what is going on, our main arterials are supposed to be 12 feet by 12 feet plus room for a sidewalk and right now it is about nine feet. This is not only a safety concern, and this goes directly to our urban growth area, and to the Tolt Evacuation Area. A bus cannot get through at the same time as another car. The people who live on private property can do it completely legally and build a fence. I would urge a city to rectify the mistake that was done about 19 months ago or so now before we must also rebuild someone's fence.

Deputy Mayor Ribail: I met with Ana today and we talked about this. I think we should get some information for the council, and we are going to talk to Jorge. We have two options in that area, one is to rip out that sidewalk and redo the sidewalk portion of it, and the other one would be to extend the asphalt to the North to accommodate that because we have right away on that side. When we talked about this originally, if we must relocate the utilities, the PSE are responsible for relocating the utilities of our project. We should get to costs and see where we can fit them into our budget. One sidewalk side would be the asphalt side, and it would be wonky a little bit on the asphalt side. But it would be better than it is now.

Councilmember Hawkins: I agree with that, I like getting the specs out before other city managers, both Amy and Bob said it would be \$8,000 to \$10,000 to fix the sidewalk and by fixed meaning to legal code. I should be clear about that. I am open to looking at other options. But my main concern is: can people get past easily? This is the main thing people talk to me about it, repeatedly. I look forward to seeing how much it will cost to do either option.

3. Development Updates

City Planner, Jean Lin: Quick overview of the development activity throughout the city. Jean showed a map of some of the projects throughout the city.

Council discussed development.

City Planner, Jean Lin: Presented Tolt Villas project which is bounded by Tolt Avenue, Eugene Street, McKinley Avenue, and Myrtle Street and it will include a total of 43 residential units.

Council discussed Tolt Villas development.

City Manager: We'll continue the conversation at the next meeting. We can organize a study session we talk about the developments.

Mayor Lisk: We will talk about "Emphasis patrol versus overtime" at the next meeting.

Councilmember Hawkins: Finance workshop on April 12th at 5PM. Requested council meet on development on April 12th at 6PM.

- ADDITIONAL BUSINESS & DISCUSSION ITEMS:** Future agendas
- Emphasis patrol versus overtime
 - The AB22-18. Resolution. Rescind and terminate the City's March 6, 2020, will be discussed in the next City Council meeting.
- Adjournment:** The special meeting was adjourned by common consent at 10:37 PM.

Carnation City Council approved this ordinance at its regular meeting on April 5, 2022.

Kimberly Lisk

[Kimberly Lisk \(Jun 23, 2022 17:02 PDT\)](#)

MAYOR, KIMBERLY LISK

Becky Buelna

ACTING CITY CLERK, BECKY BUELNA

220405ccm

Final Audit Report

2022-06-24

Created:	2022-06-23
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