



CARNATION CITY COUNCIL AGENDA Regular Meeting Minutes 1.03.2023

Jim Ribail, Dustin Green, Ryan Burrell, Tim Harris, Adair Hawkins

1. CALL TO ORDER: Councilmember Jim Ribail
At 6:01 PM.

2. PLEDGE OF ALLEGIANCE: Councilmember Ryan Burrell

3. ROLL CALL: City Clerk Lora Wilmes

Present: Councilmember Hawkins, Councilmember Green, Mayor Ribail, Deputy Mayor Harris, Councilmember Burrell.

4. ORGANIZATIONAL MEETING:

a) AB23-01 Motion: Electing a Council Chairperson who shall have the title of Mayor for 2023 and 2024.

MOTION BY COUNCILMEMBER HARRIS TO APPROVE AND MOTION TO AMEND THE PRESENTED AB23-01 TO CORRECT THE MAYOR TERM FROM 2023 TO 2023 AND 2024. SECOND BY COUNCILMEMBER HAWKINS TO APPROVE THE AMENDMENT. MOTION AS AMENDED PASSED (5-0). COUNCILMEMBER HARRIS NOMINATED MAYOR RIBAIL FOR THE POSITION OF MAYOR FOR 2023 AND 2024. MOTION PASSED (5-0).

b) AB23-02 Motion: Electing a Council Chairperson who shall have the title of Deputy Mayor for 2023.

MOTION BY MAYOR RIBAIL TO NOMINATE COUNCILMEMBER HARRIS TO POSITION OF DEPUTY MAYOR. MOTION PASSED (5-0).

c) Council Committee and Liaisons Assignments for 2023.

Councilmembers discussed the Liaison Assignments and tabled making assignments until the Council meets in their annual retreat.

Council also established the study committees as follows:

| Study Committee | Chairperson | Second | Alternate |
|-------------------------------|-------------|---------|-----------|
| Community Development | Hawkins | Burrell | Green |
| Finance & Operations | Harris | Ribail | Green |
| Public Health & Safety | Hawkins | Burrell | Green |
| Utilities & Public Facilities | Harris | Green | Ribail |

5. APPROVAL OF AGENDA: Mayor and Council MOTION BY DEPUTY MAYOR HARRIS TO AMEND AGENDA BY MOVING AB23-0006 OUT OF THE CONSENT AGENDA AND UNDER AGENDA BILLS. AND TO MOVE THE EXECUTIVE SESSION TO LATER IN THE COUNCIL MEETING. SECOND BY COUNCILMEMBER HAWKINS. MOTION PASSED (5-0).

- **EXECUTIVE SESSION:** RCW 42.30.110. Executive sessions. (1) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, no action shall be taken.
- Participating in the executive session were: Councilmembers Hawkins, Green, Burrell, Deputy Mayor Harris, and Mayor Ribail.
- Executive session started at 7:40 PM and ended at 8:10 PM.

6. PROCLAMATION: National Mentoring Month
Mayor Ribail presented the City’s proclamation for the 21st National Mentoring Month.

7. CONSENT AGENDA:

- a) Approval of Minutes for the following date(s):
 - i. Special Session: December 20th, 2022
 - ii. Regular Session: December 20th, 2022
- b) Approval of Claims for the following amount(s):
 - i. Claims Batch #1: \$54,789.02

- ii. Claims Batch #2: \$10,226.76
- c) Approval of Payroll for the following pay period(s):
 - i. December 1st – December 15th, 2022: \$30,741.35
 - ii. December 16th - December 31st, 2022: \$28,987.69
- d) Approval of Contracts:
 - i. AB23-03 Motion: Contract with Two Brothers Landscaping
 - ii. AB23-04 Motion: Contract with RNA Cleaning Services
 - iii. AB23-05 Motion: Contract with Belanus Solutions
 - iv. **AB23-06 Motion: Contract with Sharma and Associates (Moved to 13. AGENDA BILLS)**
 - v. AB23-07 Motion: Contract with Heather Mullholland
 - vi. AB23-08 Motion: Contract with Tim Woolett

MOTION BY DEPUTY MAYOR HARRIS TO APPROVED THE CONSENT AGENDA AS AMENED TO MOVE AB23-06 TO 13. AGENDA BILLS. SECOND BY COUNCILMEMBER GREEN. MOTION PASSED (5-0).

8. **COUNCIL REPORTS AND REQUESTS:** Council & Council Committees

Councilmember Hawkins

- Attended the meeting with Senator Hawkins and talked about transportation issues, WSDOT (Washington Department of Transportation) and SVT (Snoqualmie Valley Transportation.)

Councilmember Green

- Attended the year end SCA meeting (Sound Cities Association) and discussed legislative agendas. Also talked about the meeting's format for the future as the meetings have been remote the last two years.

Councilmember Burrell

- Attended a meeting with Senator Hawkins and appreciated the forthright manner the Senator took to answering questions.
- Had a productive meeting with the Farmer's Market Group.

Deputy Mayor Harris

- Attended the meeting with Senator Hawkins and appreciated the discussions that took place. A main topic was the timing of the AWC Action days in relation to discussion of legislative priorities.

Mayor Ribail

- Attended the meeting the Senator Hawkins meeting.
- Attended the Snoqualmie Valley Mayors meeting. Main discussion was housing and related issues.

9. **STAFF REPORTS:**

- a) External Services: City Manager Ana Cortez
 - Introduced the new staff at City of Carnation; Rhonda Ender who is the Community Economic Development Principal, Mike Tipton who is

the new Public Works Superintendent, and Brandon Schell who is the new Community Economic Development Manager – Public Works.

- There is a staff retreat taking place January 6, 2023 and the City is holding Small Business Summit January 20, 2023 at Carnation Farms.
- Public Works has contracted for repairs to alleys and that work starts next week.
- The City is still looking to fill positions for Planner Department and Public Works.
- The budget is still alive, Heather is assisting by entering the numbers into the new Springbrook software.
- The City has established a partnership with the City of Granite Falls for HR services.
- Payroll has been transitioned from ADP to Paycom and payroll will now be bi-weekly. Employees will be paid every other Friday.
- Talked about Lean Sigma – a resource through the Washington State Auditors Office that offers methods for streamlining work processes.

Nitish Sharma

- Gave update on the Springbrook transition from Vision for financials and utilities.
 - Transitioning financial institution services away from Bank of America to a local bank.
 - Closing the financial books for the year. This month is called Period 13 which is where expenses are placed in the correct year. Also working on the annual audit report – reports will be created for the cash basis accounting as well as accrual-based accounting as the City transitions the method of accounting used.
- b) Internal Services: Administrative Services Manager Lora Wilmes
- 2022 was a year of assessment and 2023 will be the year for new procedures and processes.
 - Will be starting the transition to Springbrook utility billing soon.
 - Ramping up for a busy capital improvements projects schedule this year.
- c) Community Economic Development: Principal Rhonda Ender
- Discussed her goals in the new position.
 - i. Planning Docket Update – Planner Tim Woollett
 - Tolt Villas (also known as 85 Degrees) had a public hearing on December 28, 2022.
 - Tolt Legal site plan review is nearly done.
 - Mainvue design review will be issued the following week.
 - Sno Valley Senior Housing project has submitted an application for site plan review and public comments.

10. PUBLIC COMMENT & REQUESTS: *Public comment on meeting items or other issues of note or concern*

Councilmember Hawkins read a letter from Sarah Rainwater in which she shows her appreciation for the Snoqualmie Valley Shuttle and describes why it is important to her and her family.

11. PRESENTATIONS:

- a) Empower Youth Network – Laura Smith, Executive Director, and Jerry Blackburn, Program Director, thanked the City Council for the Carnation Fund donation and made a presentation about the Empower Youth Network.
 - i. Carnation Fund

12. AGENDA BILLS:

- a) AB23-09 Motion: Harvold Annexation Request
 - i. Presentation: Harvold Trust Representatives and Staff
MOTION BY COUNCILMEMBER HAWKINS AND SECOND BY COUNCILMEMBER BURRELL. MOTION PASSED (5-0).
- b) AB23-10 Ordinance: Code Addition for Compost
MOTION BY DEPUTY MAYOR HARRIS AND SECOND BY COUNCILMEMBER BURRELL. MOTION PASSED (5-0).
- c) AB23-06 Motion: Contract with Sharma and Associates
MOTION BY DEPUTY MAYOR HARRIS AND SECOND BY COUNCILMEMBER GREEN. DEPUTY MAYOR HARRIS MOTIONED TO AMEND AB23-06 FROM \$75K/FY TO \$80K/FY THE HIGHER DOLLAR AMOUNT WOULD INCLUDE ALL SERVICES AND TRAVEL EXPENSES. COUNCILMEMBER BURRELL SECONDED THE AMENDMENT. THE MOTION AS AMENDED PASSED (5-0). MOTION AB23-06 PASSED IN A VOTE OF (5-0).

13. DISCUSSION ITEMS:

- a) Coffee with Council Sign-ups

14. FUTURE AGENDAS:

- a) Tentative agenda for the meeting of January 17th, 2023
 - i. Mayor for the Day - Carnation PTSA raffle winner
- b) Tentative agenda for the Council Retreat January 21st, 2023
- c) Tentative agenda for the meeting of February 7th, 2023

15. ADJOURNMENT: Mayor

At 8:27 PM.

Approved at the regular meeting of the Carnation City Council on _____, 2023.

January 3rd, 2023

Jim Ribail
Jim Ribail (Jan 18, 2023 15:21 PST)

MAYOR, JIM RIBAIL

Lora Wilmes

CITY CLERK, LORA WILMES