

**CITY OF RUSTON  
REGULAR COUNCIL MEETING**

**Tuesday, December 20, 2022**

**The City Council of the City of Ruston met on this date via In Person**

**MEETING CALLED TO ORDER**

At 7:01PM Mayor Hopkins called the regular Council Meeting to order. Councilmembers present were Councilmember Hedrick, Councilmember Kristovich, Councilmember Syler, Councilmember Huson and Councilmember Jensen. Following the flag salute, Councilmember Hedrick moved to approve the agenda, with a second from Councilmember Kristovich, passed 5-0.

**MINUTES** - Councilmember Hedrick moved to approve the minutes for the Regular Council meeting of December 6, 2022, with a second from Councilmember Kristovich, passed 5-0.

**STAFF REPORT** –

**Ruston Police – Chief Bautista – See attached.**

**Ruston Fire – Chief Allen – See attached.**

**GENERAL PUBLIC COMMENTS** – Nothing at this time.

**BUSINESS** –

**ORD 1562 – City of Ruston 2023 Budget (4<sup>th</sup> Reading)** – In accordance with State law, the Mayor of the City of Ruston completed and placed on file with the City Clerk-Treasurer a proposed preliminary budget and estimate of the amount of monies required to meet the public expenses, interest, reserve funds, and expense of government of the city of Ruston for the fiscal year ending December 31, 2023. The Council is required to adopt its budget ordinance prior to January 1, 2023. The City Council Budget consideration schedule for Fiscal Year 2023 is as follows:

Mayor’s Budget Message to Council:	October 4, 2022
Council discussion of revenue sources:	October 18, 2022
Public Hearing on Revenue Sources:	October 18, 2022
First Public Hearing on Preliminary Budget:	October 18, 2022
Adoption of Tax Levy Ordinance No. 1561:	November 1, 2022
Second Public Hearing on Proposed Budget:	November 15, 2022
Third Public Hearing on Proposed Budget:	December 6, 2022
Budget Discussion #1:	October 18, 2022
Budget Discussion #2:	November 1, 2022
Budget Discussion #3:	November 15, 2022
Budget Discussion #4:	December 6, 2022
Budget Discussion #5:	December 20, 2022
Adoption of Final Annual Budget for 2023:	December 20, 2022

Prior to budget adoption, the City Clerk will have fully complied with state law by publishing notice of the availability of the budget for public review and publishing notice of the required public hearings on the City’s proposed tax levy and budget, including a preliminary and final budget hearing. A third public hearing is scheduled for December 6<sup>th</sup>. Following the public hearing, the Council may continue to discuss the budget or may take action to pass the budget. The budget must be passed prior to the end of December 2022.

**BUDGET OVERVIEW**

The proposed Total Revenues forecasted are \$11,066,321, consisting of Beginning Balances in the amount of \$4,293,324, plus interfund transfers in of \$532,000, and operating revenues of \$5,786,998. The Total Expenditures proposed are \$11,066,321, consisting of operating expenses in the amount of \$5,855,497, plus Interfund transfers out of \$532,000, and Ending Balances of \$4,24,824.

The proposed budget by funds is as follows:

<b>Fund</b>	<b>Name</b>	<b>Revenue</b>	<b>Expense</b>
1	General Fund	\$ 2,154,947	\$ 2,154,947
5	Real Estate Surplus	\$ 2,194,610	\$ 2,194,610
101	City Street Fund	\$ 944,400	\$ 944,400
102	Reserve for Equipment	\$ 12,250	\$ 12,250
103	Reserve for Streets	\$ 108,100	\$ 108,100
301	Capital Construction Fund	\$ 358,000	\$ 358,000
401	Electric Utility Fund	\$ 1,679,300	\$ 1,679,300
402	Electric Utility Reserve Fund	\$ 376,400	\$ 376,400
403	Sewer Utility Fund	\$ 1,583,500	\$ 1,583,500
404	Sewer Utility Reserve Fund	\$ 355,000	\$ 355,000
407	Storm Sewer Utility Fund	\$ 277,500	\$ 277,500
410	Sewer Debt Service Fund	\$ 375,000	\$ 375,000
411	Electric Meter Deposit Fund	\$ 153,000	\$ 153,000
622	WR Rust Playfield Fund	\$ 55,964	\$ 55,964
624	School Building Maintenance Fund	\$ 363,000	\$ 363,000
634	Custodial Funds	\$ 350	\$ 350
635	Pt. Ruston Signage Custodial Fund	\$ 75,000	\$ 75,000
		<b>\$ 11,066,321</b>	<b>\$ 11,066,321</b>

Approval of this Ordinance will adopt the 2023 Budget and establish the appropriations necessary to authorize expenditures for each of the City's funds as will be later detailed in Ordinance #1562. Councilmember Hedrick thanked Mayor Hopkins for his hard work and would support the passage of Ordinance 1562 as amended. Councilmember Jensen asked Mayor Hopkins to explain the corrections that were made to the proposed 2023 Budget, as Councilmember Jensen was not certain what changes were made based on what was proposed at the December 6, 2022 Council meeting to the 2023 Budget before Council at the December 20, 2022 Council meeting. Mayor Hopkins noted that the budget totals had not been accounted and was now updated in the budget table. Councilmember Hedrick moved to approve Ordinance 1562, with a second from Councilmember Kristovich, passed 5-0.

**ORD 1565 – Compost Procurement Policy (1<sup>st</sup> Reading)** - Last Legislative Session, the State Legislation passed House Bill 1799 which Governor Inslee signed into law. The goal of the legislation is to reduce food and yard waste in landfills by 75% in eight years. To do that, the State is requiring cities to do their part in collection of organics and procuring compost for use in public works projects. HB 1799 was codified at RCW 43.19A.150 and requires cities to adopt a procurement ordinance for compost and to make regular reports to the State on diversion of organics from landfills and its use of compost in public projects. The City's compost procurement ordinance must meet the standards contained in RCW 42.19A.150 in order to implement RCW 43.19A.120 ("Use of compost products in projects"). The new law applies to cities over 25,000 or any city that collects organics as part of its solid waste collection program. Since Ruston's contractor collects yard waste, the City is required to comply with this law. This law requires cities to adopt a compost procurement ordinance by January 1, 2023, including having reporting programs built into the ordinance. Many cities are falling short of the deadline and the Department of Ecology is aware that many cities will be late with this legislation. Unless Ruston waives first reading, it will pass this ordinance on January 3, 2023 which is a couple of days after the deadline. Under RCW 43.19A.150, projects the City must plan for regarding compost usage include:

- Landscaping
- Construction and post-construction
- Erosion prevention, stormwater runoff filtration, plant growth, or to improve the stability and longevity of roads

Each city must also develop a strategy to inform residents about the value and city use of compost. Cities must give priority to compost producers that meet the criteria in RCW 43.19A.150(6). Cities must also report to the Department of Ecology regarding compost usage to in every even-numbered year, starting December 2024, including reporting on: Tons of organic material diverted (since Ruston's contractor is collecting organics), Volume and cost of compost purchased and Source(s) of compost.

This ordinance would require Ruston to use compost in its projects when feasible and appropriate. In addition, this ordinance requires Ruston to provide biennial reports to Ecology regarding organics diverted from waste in Ruston and use of compost in Ruston public projects. Councilmember Hedrick noted that Murrey’s Disposal, City of Ruston contractor, collects yard waste for the City of Ruston and would provide reporting. Councilmember Jensen asked if the City would be required to weigh tonnage. Mayor Hopkins noted that the City would not be required to weigh tonnage. Councilmember Hedrick moved to waive 1<sup>st</sup> reading of Ordinance 1565 and move it to 2<sup>nd</sup> reading for final adoption in order that the City to stay in compliance. Councilmember Jensen noted that other cities were also behind in passage of this legislation and agreed to approve Ordinance 1565 to stay in compliance with the new State law. Councilmember Hedrick moved to approve Ordinance 1565, with a second from Councilmember Kristovich, passed 5-0.

**RES 762 – Small Works Roster Bid Award Salish Construction – Rust Way Phase 2** – Ruston Power, which is a City Utility is the electrical utility in town and owns all of the utility poles in City limits. The City is looking to complete Rust Way Conversion Phase 2. Using the small works roster process as adopted by the City under the small works roster bidding process, the City solicited bids from qualified contractors who are on the MRSC Small Works Roster. Salish Construction was determined to be the lowest responsible bidder with a bid of \$121,240.00, tax not included. Salish Construction executed the City’s contract, and the Mayor seeks authorization to (1) award the bid to Salish Construction; and (2) execute the contract on behalf of the City. The maximum contract price is of \$121,240.00, tax not included. This amount is included in the City budgeted resources for power infrastructure. Councilmember Hedrick moved to approve Resolution 762, with a second from Councilmember Kristovich, passed 5-0.

**RES 763 – Commerce Grant for Periodic Comprehensive Plan Update** – The Washington State Department of Commerce has approved a grant to the City of Ruston in the amount of \$100,000 for payment of a portion of professional services needed to assist the City in its periodic comprehensive plan update. These funds will be awarded \$50,000 for 2023 and \$50,000 for 2024. Since the 2024 funds have not yet been appropriated, only \$50,000 is included for the next year. Grant recipients must use the grant funding for costs towards the periodic update starting July 1, 2022. The deliverables under the Agreement are as follows:

<b>Tasks / Actions / Deliverables</b>	<b>Description</b>	<b>End Date</b>
<b>Task 1</b>	<b>Review relevant plans and regulations to determine if there are any sections that need revision.</b>	
Action 1.1	Review the comprehensive plan using the Commerce periodic update checklist.	March 31, 2023

Action 1.2	Review the development regulations, including the critical areas regulations using the Commerce periodic update checklist.	March 31, 2023
Action 1.3	Conduct planning commission work study sessions to seek citizen input, feedback, and comments.	March 31, 2023
Deliverable 1.1	Completed Commerce periodic update checklist for comprehensive plan and development regulations.	March 31, 2023
<b>Task 2</b>	<b>Revise sections of the comprehensive plan and development regulations which require updating, as identified in the completed Commerce periodic update checklist.</b>	
Action 2.1	Gather relevant data and review existing elements for compliance with GMA.	June 30, 2023
Action 2.2	Analyze collected data and review of comprehensive plan elements to generate amendments.	June 30, 2023
Action 2.3	Present recommended amendments to land use regulation and comprehensive plan to Planning Commission.	June 30, 2023
Action 2.4	Prepare notices, distribute information and conduct public hearings.	June 30, 2023
Action 2.5	Make changes to amendment package per Planning Commission recommendations.	June 30, 2023
Deliverable 2.1	Report outlining the status of the update process and public involvement to date; and a summary of draft plans and regulations that have been updated to date or will need to be updated in the next grant phase; and a strike-draft copy of the comprehensive plan showing progress to date.	June 30, 2023

The budget under this grant is:

<b>SFY 2023 Task/Deliverable</b>	<b>SFY 2023 Amount</b>
<b>Deliverable 1.1</b> - Completed Commerce periodic update checklist for comprehensive plan and development regulations.	\$15,000

<b>Deliverable 2.1</b> - Report outlining the status of the update process and public involvement to date; and a summary of draft plans and regulations that have been updated to date or will need to be updated in the next grant phase; and a strike-draft copy of the comprehensive plan showing progress to date.	\$35,000
<b>Total Grant</b> (SFY 2023 only)	<b>\$50,000</b>

The City is required to undertake this work under the Growth Management Act (Chapter 36.70A RCW) and to complete its periodic update by the end of 2024. The Grant Agreement is attached to Resolution No. 763 as Exhibit “1”. The City is authorized by State law to accept “any gift or grant for any public purpose and may carry out any conditions of such gift or grant when not in conflict with state or federal law.” Updating the City’s comprehensive plan which is required by the State falls squarely within the City’s authority for use of grant funds. This grant award should be included in the City’s 2023 Budget and drawn from in 2023. To accept the grant, the City Council needs to formally accept the funds (by ordinance or resolution) and authorize the Mayor to execute the Grant Agreement. Resolution No. 765 accomplishes these tasks. This grant provides \$50,000 for professional services to develop actions needed to perform the periodic update of the City’s Comprehensive Plan. The grant is expected to be renewed for 2024 which will make a total grant amount of \$100,000. Councilmember Hedrick moved to approve Resolution 763, with a second from Councilmember Kristovich, passed 5-0.

**Consider Councilmember Jensen’s Request to Schedule a Retreat and Budget Workshop** – See attached. All Councilmembers agreed to hold a Ruston City Council retreat. In discussion Councilmember Kristovich wanted to begin in baby steps and do a half day retreat before going into a full day. Councilmember Huson agreed to holding a full day retreat with a lunch break recognizing that momentum would build over the course of the day. Councilmember Huson would be available on Tuesday, January 24<sup>th</sup> or a time that works for all Councilmembers. Councilmember Hedrick would be available to meet after April 24<sup>th</sup>. Mayor Hopkins noted that Comp Plan discussion would be a valuable discussion to hold in a Council Retreat. Councilmember Syler noted that she held a regular job and would agree to a Council retreat during off business hours or on a Saturday. Councilmember Jensen thanked Councilmembers for their input and recommended that between now and April 24<sup>th</sup> the placement of some of the briefings on the City’s regular council meetings for discussion. Councilmember Jensen suggested the City’s Finance Director join a council meeting to provide a lesson on the budget, as well, place the Comprehensive Plan and Vision on a regular council meeting agenda, prior to April 24<sup>th</sup>, so the public could be involved.

Councilmember Jensen planned to contact City Attorney Robertson to get clarification regarding public attendance. Councilmember Jensen recommended Council hold a half day retreat after April 24<sup>th</sup>, taking Councilmember Syler's suggestion and meet at 3PM to discuss vision and Council's goal setting priorities. Councilmember Jensen will send an email to Council and the two suggested facilitators for dates that could be agreed on. Councilmember Huson recommended that Councilmember Jensen take the four major points and place them to regular council meeting agendas between now and April 24<sup>th</sup>. Councilmember Jensen planned to work with the Mayor. Councilmember Huson recommended placing discussion items on the agenda for the first council meeting of each month.

**CLAIMS/PAYROLL** – Councilmember Hedrick moved to approve Claims for December 20, 2022 and Payroll for December 5, 2022 and December 20, 2022, with a second from Councilmember Kristovich, passed 5-0.

**MAYOR'S TIME** – Mayor Hopkins sent out an email regarding the Park Avenue project. Councilmember Jensen responded. Councilmember Jensen received good questions and concerns from the public regarding the preliminary plans showing that Park Avenue would be moved to one lane. The concerns were related to access from Highland Street at the alleyways. Mayor Hopkins noted there is continued discussions, looking for all possible options, and would raise Ruston citizens' concerns. This project was addressed the 6-year TIP and is part of the growth planning of the City. Mayor Hopkins shared that the City has notified the bonding company regarding the completion of the Baltimore Street project letting them know they have until January 5<sup>th</sup> to deliver funding so the contractor can complete the work or send the funds to the City, and we would pay the contractor to get the work done. The Baltimore Street project was supposed to be completed in August 2022. Councilmember Hedrick requested clarification regarding the bond date. Mayor Hopkins noted it was 20 days from the date we served notice. Mayor Hopkins was also working on the sewer mitigation. Mayor Hopkins appreciated Council and their work in passing the 2023 budget.

**Councilmember Hedrick** – Wished all a happy holiday and congratulations on the 2023 budget. The Baltimore and 46<sup>th</sup> street corridor was a daily reminder that work has not yet been completed. Councilmember Hedrick looked forward to a bond resolution for a speedy completion.

**Councilmember Kristovich** – Happy holidays.

**Councilmember Syler** – Shared her appreciation for all the work on grant funding for the many projects in the City. Councilmember Syler thanked Mayor Hopkins for his update on the Baltimore Street project, the issues between ACI and Point Ruston and the City approaching the Bond company for funds to complete the project.

**Councilmember Huson** – Thanked Mayor Hopkins for his diligent work on the 2023 budget. Councilmember Huson looked at the bright side of the Baltimore Street project. The torn up asphalt slows traffic down and all the loose gravel helped with traction during the snow.

**Councilmember Jensen** – Thanked Mayor Hopkins for bringing up the Highland Street project. Councilmember Jensen shared a copy of Ruston citizens’ comments and their concerns to all Councilmembers. Councilmember Jensen wanted to thank the efforts by staff in pursuing grants to fund projects in the City of Ruston and wished everyone a happy holiday, thanking police and fire for keeping the city streets safe and ensuring a way for folks to get to the hospital.

**MEETING AJOURNED** – At 8:04PM Councilmember Hedrick moved to adjourn, with a second from Councilmember Kristovich, passed 5-0.

ATTEST:

\_\_\_\_\_  
Mayor Bruce Hopkins

\_\_\_\_\_  
Judy Grams





**Chief's Report  
Ruston Police Department  
Tuesday, December 20, 2022**

Ruston Police officers logged 238 calls for service our last report; 76 were traffic stops. This is an increase of 38% than the same period last year, and 34% more since our report last month.

Last week, Sergeant Clayton Grubb became a council member at the City of Roy. He was appointed by a vote of the Roy City Council to fill an unexpected position vacancy.

We at the Ruston Police Department wish all happy holidays and a happy New Year. We are honored to protect this community and we are thankful for the Council's support throughout 2022.

Presented by Rachel Clark

# **Ruston Fire Department Monthly Review for November 2022**

Tuesday, December 20, 2022

Presented by Chief Bruce Allen

**Total Incidents (YTD) 120, November 11**(6 Fire/Service, 5 Medical Aid)

**Volunteer Hours: November 1204 Hours, YTD 9401 Hours**

**Membership Roster (21 out of 25): (18 Members, 3 Officers)**

## **State of the Business**

- As you know AMR is “leaving” Pierce County and so we are going to be facing some patient transport challenges.
- Mike Lundy and Josh McCarthy will be leaving us for career positions at the end of the month. CONGRADULATIONS gentlemen.
- Moises Guzman and Taylor Crowell both graduated the EMT program.
- We have one strong candidate moving forward in the hiring process.
- All fire tools are fully operational.

To: City of Ruston – City Clerk and Attorney  
From: Councilmember Jennifer Jensen  
Date: November 28, 2022  
RE: Agenda Item Request – Dec 6, 2022  
Scheduling Ruston City Council Retreat & Budget Workshop - TBD WINTER/SPRING 2023

Dear Ms. Grams and Ms. Robertson,

I respectfully request the addition of an agenda item to the December 6, 2022 Ruston City Council Agenda. Per City of Ruston Municipal Code 1.02.040, I am submitting this request in writing to the City Clerk as well as the City Attorney. I will email as well as send an original to city hall.

Agenda item to be added: Scheduling Ruston City Council Retreat & Budget Workshop - TBD WINTER/SPRING 2023

Background Information:

Attachment – Proposed agenda for a meeting date TBD

Discussion: On November 15<sup>th</sup> I emailed the council the below content. I have only changed proposed dates from previous email to narrow the window of dates to availability of proposed facilitators:

- I want to reopen discussion on scheduling a City Council Retreat. I think adding “Budget Workshop” to the title helps clarify purpose. This is a public meeting.
- I will submit a written request for this topic to be added to the agenda for the first city council meeting in December so that we can discuss in person and come up with a date acceptable to all.
- By scheduling this event in the winter or early spring, we as city leadership can get in front of budget discussions and help the mayor develop the 2023 budget based on priorities presented to him in advance. This should ease the mayor’s workload in the fall while improving budget clarity for leadership as well as residents.
- The purpose of this event is to connect. This means to each other professionally (we should leave the day knowing each other better and what our dreams are for the city). It also means connecting the dots of visions and dreams we have for the city with the current budget realities and potential outcomes.
- I’ve attached a proposed agenda – This needs to be a *daylong event* to accomplish the purpose. A meaningful budget discussion and goal setting will be worth it.
- Some Suggestions:
  - Weekday would allow staff attendance. Weekend might allow more public attendance. Both have value.
  - Sooner is better if we continue to discuss expanding revenue resources.
  - Washington State Legislative session goes from Jan 9 – April 24<sup>th</sup>. Councilmember Hedrick – is it busier towards the beginning or end?
  - January 24 – Tuesday; January 28 – Saturday
  - March 14<sup>th</sup> – Tuesday; March 18<sup>th</sup> - Saturday

Sincerely,



JENNIFER M. JENSEN  
Ruston City Council  
5330 N Highland St  
Ruston, WA 98407

**Ruston City Council Retreat & Budget Workshop**  
**Date TBD WINTER/SPRING 2023**  
**9:00 a.m.**  
**Mary Joyce Community Center**

**Theme: Let's Connect**

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**Retreat Objectives:**

- Connect and Get to Know One Another
- Review Citywide Vision from Long Range Comprehensive Plan
- Understand current financial position: Funds, revenue sources and expenditures
- Identify Council Priorities & Goals 2022-2023

**Agenda**

**Timeline**

- |   |                 |
|---|-----------------|
| ❖ <b>Preliminaries</b>  | <b>9:00 AM</b>  |
| ○ Opening remarks – Mayor?  |                 |
| ○ Review agenda   |                 |
| ○ Roles & responsibilities (Facilitator, Staff + Officials, Spectators) |                 |
| <br>  |                 |
| ❖ <b>Getting to Know Each Other</b>                                     | <b>9:15 AM</b>  |
| ○ Two truths and one lie  |                 |
| <br>  |                 |
| ❖ <b>City Vision - Comprehensive Plan Presentation</b>                  | <b>9:45 AM</b>  |
| ○ Mayor? Rob White?   |                 |
| <br>  |                 |
| ❖ <i>Morning Break</i>  | <i>10:15 AM</i> |
| <br>  |                 |
| ❖ <b>Where are We? Budget Presentation</b>                              | <b>10:30 AM</b> |
| ○ Finance Department / Mayor  |                 |
| <br>  |                 |
| ❖ <i>Lunch (Brown Bag – Drinks Provided)</i>                            | <i>11:30 AM</i> |
| <br>  |                 |
| ❖ <b>Game</b>   | <b>12:00 PM</b> |
| ○ Trivia  |                 |
| <br>  |                 |
| ❖ <b>Where are we going: Vision 2023 (2-years)</b>                      | <b>12:30 PM</b> |
| ○ Headlines   |                 |
| ○ Prioritize  |                 |
| <br>  |                 |
| ❖ <i>Afternoon Break</i>  | <i>1:15 PM</i>  |
| <br>  |                 |
| ❖ <b>How do we get there? Set 2022-23 City Priority Goals</b>           | <b>1:30 PM</b>  |
| ○ Brainstorming   |                 |
| ○ Consolidating   |                 |
| ○ Prioritize  |                 |
| <br>  |                 |
| ❖ <b>Wrap Up Retreat</b>  | <b>2:30 PM</b>  |
| ○ Next Steps: Connect with residents                                    |                 |
| ▪ Communicate Council Goals   |                 |
| ▪ Solicit citizen input: Survey?  |                 |
| ○ Closing remarks – Mayor   |                 |
| <br>  |                 |
| ❖ <b>Adjourn</b>  | <b>3:00 PM</b>  |

***Proposed Facilitators (Volunteers – based on availability):***

***Jeremiah Treacy***



Co-founder, creative director at Resin. Beyond digital storytelling.  
Resident, City of Ruston (5200 Pearl St)

<https://www.linkedin.com/in/jeremiahtreacy>

***Gina Bruce***



Recent Retiree; MPA; avid volunteer  
Resident, City of Ruston (49<sup>th</sup> St)