

City Council Workshop

May 4, 2010

Council member Reed called the meeting to order at 7:05 PM.

Attendees: Mayor Pat Johnson, Council members Reed, Montgomery, McNally, Harple and Patson, and City Administrator Dave Schmidt.

AGENDA

Develop Statement of Work for Visioning Process for DSHS Property

Council member Reed said at the last Council Meeting we discussed the need to develop a Statement of Work for the visioning process for the DSHS property. City Administrator Schmidt stated he has a meeting with Bonney Lake on Thursday, and the meeting was to begin to draft a Scope of Work with a list of tasks so that they can calculate what their costs may be to initiate that plan, but I have to give them some type of direction. This is perfect timing to be able to come up with those points, so we need to know what your specifics are, what your goals are and what your limitations are. Are you looking at revenue generating uses or are you looking at environmentally friendly uses; you need to give me a broad scope of what you're looking at so I can hand those to them and say this is what we're looking for. Council member Montgomery said it seems to him a little cart before the horse because he thought part of the planning process was to guide us in a number of various directions, but I guess we need some place to start from. City Administrator Schmidt said there has to be some sort of basic foundation because it is unlimited where you could go. The Scope is going to drive the cost, and that's why I think if we give them some broad parameters it will help to create a few boundaries. Discussion ensued.

Council member Reed requested a public process with one or two meetings where we can get public input on options for that property. Some options suggested to date include: polo, water reuse, haunted house, and a composting facility.

City Administrator Schmidt stated that is where you are going to have to define the Scope of Work for Bonney Lake because the regional compost facility becomes more of a technical feasibility study and not necessarily a visioning process. Council member Reed said his thing at this point is being aware that it is a possibility that we want to do that, rather than sitting down and designing the composting facility. What I would like to see us do, if that is what we want to use part of this property for, is we need to set aside land and/or buildings that we are going to require. For example, if polo is one of the uses we are going to utilize this property for, then we don't have to design the polo grounds, we just need to keep that in mind as we are

allocating square footage. Other uses might also need a technical design once we've decided what we want. I see the actual design pieces as separate.

City Administrator Schmidt said if you go into a public visioning process, you say do you want this, or this, or this. You don't say to the public what do you want, because most times the public isn't going to come up with the idea of a regional compost facility or waste water reuse. They're going to think of more normal things like softball fields, etc. City Administrator Schmidt said I think if you want those areas explored you need to come up with some broad bullet points like environmental reuse, or some type of a utility reuse, public recreation, private recreation, agricultural uses, etc. Give them some broad categories within that Scope of Work to start from.

Mayor Johnson said because of the different topography we might want to divide this property up into different sections. One section is fairly flat, but another section is hillier. I think we need to break it into different parcels based on topography.

Council member Reed said he thinks one of the ways we can approach the visioning process is to locate these items and come up with a ballpark footprint.

Council member McNally stated as far as the compost pile, if we can utilize that property to bring in revenue and pay for it that is most important. If we started our own compost pile and had other cities join in and pay, that would pay what we pay for the property every year. If there is land left over, then we look at that for other uses. I don't know what it costs to set up a compost pile, or what is included, but I know it would generate quite a bit of income for the City, and I think that's a lot better than environmental at this point in time. City Administrator Schmidt said he thinks we are paying about \$50,000 a year or more at solid disposal. Council member Reed said one thing to keep in mind is that composting does produce an odor, so we will need to keep an eye on the scale that we're doing. Mayor Johnson said the people living in Shay Estates have voiced a concern. Council member Reed said he understands there are ways to mitigate that issue. City Administrator Schmidt said when the engineer was out looking at that option, they were talking about putting the compost piles inside with fans as they're cooking, which would minimize the odor coming. Once they have actually gone through the treatment process there is no odor. Then you can store them outside until we get rid of the compost.

City Administrator Schmidt read off his bullet points: (1) Public Visioning; (2) Reclamation and Reuse; (3) Agricultural – both public and private; (4) Recreation – both public and private, active and passive; (5) Site Limitations; (6) Revenue Generating; (7) Tourism Attractions; (8) Minimal Improvements; (9) Compatible Uses; (10) Environmentally Friendly; and (11) Term of Use. Other ideas offered were nature walks, wildlife viewing, RV use, a totally accessible park, and a media attraction to address folks who have sensory deficits. Mayor Johnson said the major question is can we afford to maintain it. Council member McNally said we need to focus on building revenue. Council member Reed said that is what he likes about the three main uses that we've talked about: baseball, polo and haunted house; all three projects are revenue producing with virtually no maintenance; we don't have to build it and we don't have to

maintain it. Those three projects should more than pay for the lease that we're currently paying DSHS. We would have to identify the footprint, where we are going to locate them, etc. A short discussion ensued about polo, what is required and how much money that might generate, as well as ball fields and how much maintenance would be required.

Council member Montgomery said for him revenue generation is important, and recreation is important, but probably most important of all is quality of life; we want to bring things into this community that are going to enhance the quality of life for the people who live here. Hopefully, we will also bring in more people to enjoy or utilize those. I don't know how you enjoy a compost facility, but Mayor Johnson said she would enjoy it in her flower beds. City Administrator Schmidt said you can use it in renewable forests. On the back 40 acres you can spread the compost out there or we could use it in water reuse, and that makes a very contemporary type of reuse project that is environmentally sound and it would attract people in to look at it.

Council member Harple said just to have a section of property available, there are so many options that come up. Look at Renaissance Fairs; they bring in lots of people. Look at Packwood and the Mile Long Swap Meet and what it brings in; the place is packed. Council member Patson said Black Diamond has done the same thing with their Labor Day Parade and Swap Meet. That attracts a lot of folks and we could do the same thing. Council member Harple said there is a lot of brainstorming and that is where it's good to get the public involved. Council member Harple suggested a haunted corn maize to go along with the haunted house.

Council member Schmidt said he will have his meeting with Bonney Lake on Thursday, and have them develop a tentative scope and then he will bring it back to either the full Council or to one of the committees, and we can look to see if we've captured what we are looking for before they finalize the Scope of Work.

Discussion on Electronic Records Keeping

Council member Reed said this topic came up when talking about our e-mails, and one of the reasons we all now have a City e-mail account is so we can have all of the City e-mails in a City e-mail server and back them up, but we can't do that yet.

Council member McNally said he would just as soon go back to using his own personal computer. Council member Reed said you can do that, but I think ultimately this item started for me a couple of weeks ago when I got that message that said I have too much e-mail. I sent Kathy a note asking if she could back up everything before this date and she e-mailed back and said no. Because the physical machine isn't here, the easiest thing that she could do was request that our e-mail service enlarge our mailboxes, which is really a short term thing until it fills up again. Council member Reed said things that you can easily delete from your e-mail are anything from AWC, any of the generic Pierce County stuff, State stuff, etc. City Administrator Schmidt said stuff that isn't dealing specifically with City business. Council member Harple said he thinks that is the majority, so he thinks we just need to be responsible and go in and clean up our e-mail now and then. Council member Reed said but eventually it's going to still

be a problem. Council member Montgomery said he has created folders and depending on the content of the e-mail he puts them in different folders. City Administrator Schmidt said but it is still on your server. If you can't transfer that to a hard drive somewhere in an archive folder, then it's still there. If every Council member had a City laptop to use to access e-mail from an account, then you could back those up to an archive folder that's on your hard drive, or a zip file, or a plug in USB. Council member Reed said that is one way to get around the small mailbox size. MS Outlook goes out and gets your e-mail and downloads it to your PC. The current system that we're using in the City doesn't do that; your e-mail actually stays on the e-mail server. So, if you can deal with the fact that this computer always has your City e-mail, you're in good shape. That resolves the public records issue, which is really what we are trying to do. The problem comes up with something called metadata. Metadata is all of the routing information that is embedded in your e-mail. A discussion ensued regarding our current e-mail program, improvements, alternatives and costs, and ensuring that we effectively, efficiently and properly manage our electronic records.

General Update on Other Projects within the City

City Administrator Schmidt provided a brief status update of ongoing projects in the City (list attached). Mayor Johnson gave an update on the Museum. City Administrator Schmidt gave an update on the new Cemetery office. Council member McNally spoke briefly about the Elk Meadows Drainage Study.

Miscellaneous

Council member Reed reminded everyone that the AWC Conference is coming up June 23 through June 25, in Vancouver. Mayor Johnson stated that there are conflicts with both of our City Council Meetings in the month of June. June 8 is the High School graduation, so we need to move that Council Meeting, and also the next Council Meeting on June 22 conflicts with the AWC Conference. Mayor Johnson said we can move them to either the day before or the day after, or we could go for a marathon session and do one Council Meeting on the third Tuesday. A discussion ensued regarding alternate dates and Mayor Johnson asked everyone to think about it. City Administrator Schmidt informed the Council that both of the changes will require a formal Council motion at the next City Council Meeting; he believes both of these meetings will have to be called special meetings, and we'll have to cancel the regular Council meetings.

Council member Montgomery asked regarding the utility billing language, what is the Council's pleasure on that. Mayor Johnson told Council member Montgomery that he is the only one who can bring it back to the Council. City Administrator Schmidt said that Robert's Rules states that an individual that won in the prevailing vote is the only one that can bring it back for reconsideration. So, since you were the only one that voted against it you would have to bring it back to Council and ask for reconsideration. If the Council voted in the majority to reconsider then we could put it on the agenda for reconsideration. Other than that, it gets kicked back to committee and you have to figure something out, and a recommendation has to come out of committee. But, it cannot come back in its present form; something has to

substantially change in order for it to come back to Council, unless it comes back for reconsideration.

Mayor Johnson said regarding the agenda for the next workshop, if there is something you want to discuss please submit it to Joanne by the end of the Wednesday before so if there is anything that needs to be prepared for the workshop it can get done. Mayor Johnson said to remember that we don't have to have a workshop every month. City Administrator Schmidt said if you are only going to have one Council Meeting in a month, it's better to have the second one, or towards the end of the month rather than the first of the month because by that time all of the committees have met, so all the business that's gone through committees can come to Council for action, if that's what needs to happen.

Meeting adjourned at 8:54 PM.



City Administrator Dave Schmidt



Mayor Pat Johnson

- ◆ **Taylor Property Repair:** *Project is currently 50% complete. Asbestos has been removed and subcontractors are working on electrical and plumbing.*
- ◆ **Lower White River Property Acquisition:** *Final negotiations are complete and a Purchase and Sale Agreement is being drafted. Completion of the PSA is awaiting final word from the SRF Board on whether or not the grant will pay for 10% over appraised value of the property.*
- ◆ **Sewer Conveyance Line Project:** *Project is 99% complete. Contractor has been served with a final punchlist of items to be completed/corrected. The City is withholding the 5% retainage until the Council accepts the project as complete.*
- ◆ **Stormwater QAPP:** *Awaiting publication of sampling analysis by Pierce County Conservation District to incorporate sampling data into the Plan. Publication was suppose to occur in April, 2010.*
- ◆ **Spiketon Ditch Culvert Replacement Design:** *Draft pre-design is complete and on my desk awaiting my review.*
- ◆ **SR410/SR165/Ryan Rd/112th St E Realignment:** *Project is still in design phase. Preliminary design for both Phase I and Phase II has been approved by WSDOT. Modification for phasing has been submitted to PSRC awaiting approval by the Board. ENCO has completed the wetland delineation and submitted a scope of work to G&O for mitigation which they are currently reviewing. Area of overall impact has been submitted to WSDOT and we are waiting to see if a Historical & Archeological Assessment are required. One piece of property has been acquired, offers made on the second and the offer for the larger, Cedar Community Parcel, is being prepared now that the 2nd appraisal is complete.*
- ◆ **Elk Meadows Drainage Study:** *As of March, 2010 that last status report I received was that G&O was currently waiting on the survey crew to do some gps in the area to give them a better idea of what might work and what might not. They have conducted a site visit and once the preliminary survey comes back they should be able to make some real progress on the project.*
- ◆ **Shoreline Master Program Update:** *We have requested and received an additional \$20,000 from the State to complete the update. Watershed Co., Kathy and I are currently working on the update. A public participation plan and initial shoreline inventory maps have been submitted to the State for preliminary review.*
- ◆ **Comprehensive Plan Update:** *Legislature recently approved an extension for GMA updates out to 2014. The Council will have to decide whether they want to continue as planned without State funding or wait until funding has been made available to complete updates.*
- ◆ **Future Street Plan:** *Completed and ready to go back to the Planning Commission for review, public hearing and recommendation to the Council.*
- ◆ **Park Plan Update:** *Planning Commission is currently working on the update.*
- ◆ **PUD Regulations:** *Planning Commission is currently working on the regulations.*
- ◆ **WSU Property Visioning Plan:** *The Council needs to decide parameters for the plan such as overall goals, limitations, specific uses, etc. that can used to develop a scope of work to begin work on the Plan. I have a meeting scheduled with Bonney Lake this Thursday to go over some of the tasks so information is critical.*