

CALL TO ORDER, ROLL CALL AND PLEDGE

The March 20, 2018, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:04 p.m.; Council Chambers, City Hall.

Councilmembers present: Davis, Gamble¹, Hanford, Kamp², Rasmussen, and Scarboro.

Staff members present: Adkisson, Farrell, Ginnard, Hasart, Knight, Peterson, Quenzer, Roberts, Swanson, Warthan, and Willis; City Attorney Lell.

The Mayor noted, without objection, the excused absence of Councilmember Cudaback. No objections were noted.

The Pledge of Allegiance was led by Boy Scouts Troop 288 Member, Ty Williams.

ANNOUNCEMENTS/PRESENTATIONS

1. AB18-071: Presentation: Employer Support of the Guard and Reserve

Mr. Wes Hilton and Mr. John Van Dalen presented certificates to the City and Police Department for Employer Support of the Guard and Reserve.

2. AB18-072: Confirmation of Mayor's Appointment to Economic Development Advisory Board

Councilmember Rasmussen moved to approve the Mayor's appointment of Mike Buses, Genesis Refrigeration and Heating, to the Economic Development Advisory Board; the motion was seconded by Councilmember Scarboro.

Mayor Thomas provided background information on AB18-071 and the proposed appointment of Mr. Mike Buses to the Economic Development Advisory Board. Discussion ensued regarding Mr. Buses qualifications.

On vote,

Motion carried (5-0).

PUBLIC COMMENTS

There were no persons present wishing to address City Council.

¹ CLERK'S NOTE: Councilmember Gamble arrived at approximately 7:42 p.m. during New Business Item No. 3.

² CLERK'S NOTE: Councilmember Kamp arrived at approximately 7:05 p.m. during Announcements/Presentations.

CONSENT AGENDA

1. Approval of the Minutes; March 6, 2018, Business Meeting & March 13, 2018, Study Session
2. Approval of AP Checks and ACH Payments (*Check Nos. 88731 through 88767, ACH, ACH-P-Cards, and EFT Payments, in a total amount of \$383,858.89*)
3. Approval of Payroll Warrants and ACH Payments (*Check Nos. 35545 through 35563, Direct Deposits, and ACH AP Payments, in a total amount of \$1,214,328.45*)
4. AB18-073: Award Smith Street and Park Street Utilities Replacement Project

Councilmember Hanford moved to approve the Consent Agenda; the motion was seconded by Councilmember Rasmussen. On vote,
Motion carried (5-0).

UNFINISHED BUSINESS

1. AB18-074: Ordinance No. 005/2018, Adopting MMC 9.25, Stay out of Drug Areas (SODA); Final Reading

Deputy Police Chief Ken Ginnard provided background information on AB18-074, the proposed ordinance, and areas of high drug activity. General discussion ensued regarding crimes included, encampments, enforcement, and support from the Downtown Monroe Association.

Councilmember Hanford moved to adopt Ordinance No. 005/2018, amending Title 9 MMC by the addition of a new Chapter 9.25, Stay Out of Drug Areas (SODA) Orders thereto; authorizing the Monroe Municipal Court to condition the pretrial release and/or post-conviction suspension of sentence for certain drug-related offenses upon the defendant's exclusion from areas known for high levels of illegal drug activity; providing for the periodic designation of such areas by city council resolution; establishing standards, procedures and penalties therefore; providing for severability; and fixing a time when the same shall become effective; the motion was seconded by Councilmember Davis.

Discussion continued regarding other potential areas of high drug activity, enforcement by the municipal court, successes in other cities, and restriction length (2 years).

On vote, Motion carried (5-0).

NEW BUSINESS

1. AB18-075: Resolution No. 004/2018, Amending Sick Leave Policies

Mr. Ben Warthan, Human Resources Director, provided background information on AB18-075 and the proposed resolution and sick leave policy. General discussion ensued regarding temporary employee accrual.

Councilmember Rasmussen moved to approve Resolution No. 004/2018, adopting Hours of Work and Leave Policy and the changes to the City of Monroe Employee Handbook.; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (5-0).

2. AB18-076: Resolution No. 005/2018, Updating the City's Procurement Policies and Procedures

Ms. Becky Hasart, Finance Director, provided background information on AB18-076 and the proposed resolution and updates to the procurement policies and procedures.

Councilmember Scarboro moved to approve Resolution No. 005/2018, repealing Resolution Nos. 2009/015 and 2012/002, and adopting a new Procurement Policies and Procedures Manual; the motion was seconded by Councilmember Hanford.

General discussion ensued regarding thresholds, state law requirements, personal service contracts, bid procedures, use of the small work roster, and reporting to Council.

On vote,

Motion carried (5-0).

3. AB18-077: Ordinance No. 006/2018 Repealing MMC sections 3.24, 3.25, & 3.26 Regarding Procurement Procedures; First Reading

Ms. Hasart provided background information on AB18-077 and the proposed ordinance amending code regulations regarding procurement policies and procedures.

General discussion ensued regarding proposed amendments, relation to the resolution and policy previously approved, review of the proposed ordinance by the City Council Finance & Human Service Committee, and potential to adopt the ordinance upon first and final reading.

Councilmember Kamp moved to waive Council Rules of Procedure requiring two readings of ordinances; the motion was seconded by Councilmember Davis.

General discussion continued regarding previous review of this item by the Committee and waiving first reading for efficiency and consistency with the resolution and policy previously adopted.

On vote,

Motion carried (5-0).

Councilmember Kamp moved to adopt Ordinance No. 006/2018, an Ordinance of the City Council of the City of Monroe, Washington, Repealing MMC Chapter 3.24, Bidding Procedures and Chapter 3.25, Approval of Contractors for Architectural and Engineering Services; Repealing and Amending Designated Sections of Chapter 3.26, Public Work or Improvement; Providing for Severability; and Establishing an

Effective Date; the motion was seconded by Councilmember Davis.
On vote,

Motion carried (6-0).

4. AB18-078: Resolution No. 006/2018, Adopting Imaging and Destruction of Paper Records (Scan/Toss) Policy

City Clerk Elizabeth Adkisson provided background information on AB18-078 and the proposed resolution and policy.

Councilmember Rasmussen moved to approve Resolution No. 006/2018, adopting an Imaging and Destruction of Paper Records (Scan/Toss) Policy; the motion was seconded by Councilmember Hanford. On vote,
Motion carried (6-0).

5. AB18-079: Approval Resolution No. 007/2018, Approving Mobile Stage Equipment Use Policy

Mr. Mike Farrell, Parks & Recreation Director, provided background information on AB18-079 and the proposed resolution and policy. Discussion ensued regarding the Mobile Stage Equipment Use policy, procedures for rentals, reservation requirements, delivery/set-up, staff monitoring, and deposits required.

Councilmember Rasmussen moved to approve Resolution No.007/2018, adopting a Mobile Stage Equipment Use Policy; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (6-0).

FINAL ACTION

1. AB18-080: Ordinance No. 007/2018, Declaring an Emergency re Temporary Security for Construction Sites; First and Final Reading

Mr. Ben Swanson, Community Development Director, provided background information on AB18-080 and the proposed emergency ordinance regarding temporary security dwellings for construction sites.

Councilmember Kamp moved to waive Council Rules of Procedure requiring two readings of ordinances; the motion was seconded by Councilmember Davis. On vote,

Motion carried (6-0).

Councilmember Kamp moved to adopt interim Ordinance No. 007/2018, amending Title 18 MMC by the addition of a new Section 18.10.085, Temporary Dwellings – Security and amending Section 18.10.050; temporarily providing allowances for onsite security during periods of active construction by permitting the placement of a temporary dwelling for the overnight stay of a security guard to protect a job site against theft, vandalism and trespass that generally occurs afterhours; providing for

severability; and fixing a time when the same shall become effective; the motion was seconded by Councilmember Scarboro. On vote,
Motion carried (6-0).

2. AB18-081: Assignment of City Council Representative to Downtown Art Sculpture Selection Committee

Mr. Farrell provided background information on AB18-081 and the selection/assignment of a City Council Representative to Downtown Art Sculpture Selection Committee. Councilmembers Kamp and Rasmussen shared their interested in serving on the Committee.

Councilmember Kamp moved to assign Councilmember Rasmussen to serve on the 2018 Downtown Art Sculpture Selection Committee; the motion was seconded by Councilmember Gamble. On vote,
Motion carried (6-0).

COUNCILMEMBER REPORTS

1. City Council Finance & Human Resources Committee Update/Draft Minutes

Councilmember Gamble noted the draft minutes of the March 13, 2018, City Council Finance & Human Resources Committee Meeting included in the meeting materials; including the procurement policies/procedures, twice a month payroll, and debt policies.

2. Individual Councilmember Reports

Councilmember Gamble commented on attendance at a Safe Schools event at Monroe High School, noted interest in discussion on the expansion of the City's School Resource Officer (SRO) Program, and reminded Council of the upcoming Monroe Public Schools Foundation event.

Councilmember Scarboro commented on the RFP issued for a hiring/recruitment firm for the Police Chief position. General discussion ensued regarding the process, potential costs, and alternatives.

STAFF/DEPARTMENT REPORTS

1. Community Development Update

Mr. Swanson noted the update included in the meeting materials and reported on current plats/homes in development and the unified development regulations project.

2. Economic Development Update

Ms. Deborah Knight, City Administrator, noted the update included in the meeting materials and reported on tourism promotion and marketing; business recruitment, retention, and expansion; and quiet zones.



3. Parks & Recreation Update

Mr. Farrell noted the update included in the meeting materials and reported on the groundbreaking ceremony for the Sky River Park playground; 2018 Movies Under the Moon; sponsors; unmarked trails inspections; and Adopt-a-Park program.

4. Finance Update

Mr. Hasart noted the update included in the meeting materials and reported on new sales tax categories and debt policies/ratings.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator/Legislative Update

Ms. Knight reviewed the draft Agenda for the Tuesday, March 27, 2018, Retreat/Workshop, and the extended City Council Agenda.

2. Mayor's Update/Monroe This Week (March 16, 2018, Edition No. 11)

Mayor Thomas noted the inclusion of Monroe This Week, Volume IV, Edition No. 11, in the agenda packet; and reported on meetings attended.

EXECUTIVE SESSION

- 1. Potential Litigation [RCW 42.30.110(1)(i) – 10 minutes]
- 2. Property Acquisition [RCW 42.30.110(1)(b) – 10 minutes]

Mayor Thomas stated the Council would recess into executive session for approximately ten minutes to discuss Potential Litigation [RCW 42.30.110(1)(i)] and Property Acquisition [RCW 42.30.110(1)(b)] and read the appropriate citations into the record.

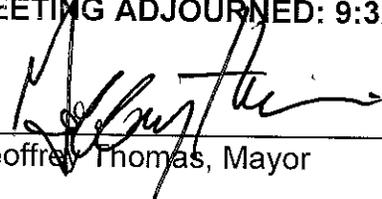
The meeting recessed into executive session at 8:37 p.m.; the session was extended for an additional forty-five minutes; and the meeting reconvened at 9:32 p.m.

ADJOURNMENT

There being no further business, the motion was made by Councilmember Gamble and seconded by Councilmember Kamp to adjourn the meeting. On vote,

Motion carried (6-0).

MEETING ADJOURNED: 9:32 p.m.



 Geoffrey Thomas, Mayor



 Elizabeth M. Adkisson, MMC, City Clerk

Minutes approved at the Regular Business Meeting of April 17, 2018.