

**REGULAR MEETING
OF THE SNOQUALMIE CITY COUNCIL**

November 12, 2019

City Hall – Council Chambers
38624 SE River Street

Mayor Larson called the meeting to order at 7:00 PM. Councilmember Sundwall led the Pledge of Allegiance.

PRESENT

Mayor Larson

Council members

Bob Jeans
Katherine Ross
Bryan Holloway
James Mayhew
Sean Sundwall
Peggy Shepard

Staff

Bob Larson, City Administrator
Bob Sterbank, City Attorney
Joan Pliego, Communications Manager
Perry Phipps, Police Chief
Nick Almquist, Police Captain
Mark Hofman, Community Development Director
Jason Rogers, Senior Planner
Gwyn Berry, Planning Technician
Robert Hamud, Finance Director
Drew Bouta, Budget Analyst
James Wharton-Hess, Management Fellow
Ben Yazici, Interim Parks & Public Works Director
Brian Krause, Operations Manager
Marilyn Gomez, IT Project Manager
Carson Hornsby, Management Analyst
Jimmie Betts, IT System Support
Brendon Ecker, GIS Analyst
Andy Latham, IT System Support
Don Harris, Fleet/Facilities Supervisor
Matt West, Fire Lieutenant

ABSENT

Council

Matt Laase

Staff

Debra Vigil, Administrative Services Director
Jodi Warren, City Clerk
Mark Correira, Fire Chief

MOVED by Councilmember Jeans **SECOND** by Councilmember Holloway to excuse the absence of Councilmember Laase from the November 12, 2019 meeting. Motion **CARRIED** 6 to 0.

APPROVAL OF AGENDA

MOVED by Councilmember Holloway **SECOND** by Councilmember Ross to approve the consent agenda as stated. Discussion.

Councilmember Shepard requested that the Warrants/Claims and AB19-136, AB19-138, AB19-140, and AB-122 be removed from the consent agenda. Being that AB19-144 is the only agenda bill remaining on the consent agenda, Mayor Larson directed AB19-144 be moved to reports.

MOVED by Councilmember Jeans **SECOND** by Councilmember Mayhew to add Town Hall Meeting to Committee of the Whole. Motion **CARRIED** 6 to 0.

Motion, as amended, **CARRIED** 6 to 0.

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS AND APPOINTMENTS

PUBLIC HEARING

Public hearing on the levying of property taxes.

Mayor Larson opened the public hearing at 7:04 PM.

Anna Sotelo, Snoqualmie, commented that presentations about topics be given before the public hearing so the public can be more educated on the topic before speaking. She also commented that property tax increases affect business owners particularly hard.

Wayne Russell, Snoqualmie, commented that property taxes are too high, especially for those making minimum wage.

Seeing no one further moving to speak, Mayor Larson closed the public hearing at 7:08 PM.

PRESENTATIONS

- Police Department presentation to recognize Snoqualmie police officers who are current serving, or have served, in the military.
- Snoqualmie Valley Community Network, Laura Smith
- Human Services Funding, Carson Hornsby

CITIZEN COMMENTS

Anna Sotelo, Snoqualmie, commented that the City does not have a consulting engineering contract and there should be competitive bids for projects going forward.

Wayne Russell, Snoqualmie, commented on berms along Mill Pond Road; commended his fellow veterans who were recognized by Chief Phipps; and commended the elected officials who attended the Veterans Day forum at the Snoqualmie Casino.

CONSENT AGENDA

Minutes The minutes for October 28, 2019 were inadvertently left off of this agenda. Hard copy was provided to Councilmembers.

There was no motion made as no items remained on the consent agenda to be approved.

ORDINANCES

Finance and Administration Council Committee

Drew Bouta, Budget Analyst, made a presentation about the following ordinances regarding the levying of property taxes.

AB#19-139 Ordinance Certifying an Increase in the General Taxes For The City of Snoqualmie For The Fiscal Year Commencing January 1, 2020, On All Property Both Real and Personal, In Said City Which Is Subject To Taxation. The General Taxes Are For The Purpose Of Paying Sufficient Revenue To Carry On The Departments Of Said City For The Ensuing Year (Introduce 11/12/2019 – Action 11/25/2019)

AB19-141 Ordinance Levying The General Taxes and Levying Excess Property Taxes For The City of Snoqualmie For The Fiscal Year Commencing January 1, 2020, On All Property Both Real And Personal, In Said City Which Is Subject To Taxation. The General Taxes Are For The Purpose Of Paying Sufficient Revenue To Carry On The Departments Of Said City For The Ensuing Year And The Excess Property Tax Levy Is For The Purpose Of Paying Debt Service On The City's Unlimited Tax General Obligation Bonds, 2016, All As Required By Law And Providing For Collection Thereof. (Introduce 11/12/2019 – Action 11/25/2019)

COUNCIL COMMITTEE REPORTS

Community Development Council Committee

AB19-103 Contract for Services Agreement Between the City of Snoqualmie and the Mountains to Sound Greenway Trust

The City received a \$19,500 Economic Development Partnership grant from the Port of Seattle toward the Snoqualmie Valley-wide marketing effort known as Savor Snoqualmie Valley. The grant provides that Mountains to Sound (MTS) is the project partner with the City. The Agreement with MTS provides services to the City for marketing efforts and establishes project responsibilities for each party. The total amount includes \$13,000 in grant funds from the Port, \$6,500 from the City in matching funds, and also \$1,000 in in-kind contributions from the City. The in-kind contributions are from City staff time.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Holloway to authorize the completion of deliverables for the Snoqualmie Valley Trail Map (Element 1), Art and Culture Brochure (Element 2) using additional funds that will be unused for Local Business Training (Element 6), Heritage Display Boards (Element 3), and Marketing and Promotion (Element 4) under the Contract for Services with Mountains to Sound Greenway Trust by December 1, 2019, by amending the Scope of Work under the Contract to specify those deliverables above; amend Section 2.01 of the Contract to change the end date to December 1, 2019; amend Section 3.01 of the Contract to change the not-to-exceed amount to \$14,625; amend Section 4.01 of the Contract to change the final billing date to December 8, 2019; and authorize the Mayor to sign a revised Contract if determined necessary by the City Attorney. Discussion.

MOVED by Councilmember Holloway **SECOND** by Councilmember Sundwall to approve Elements 1 through 4 with an amended amount of \$12,750. Discussion

MOVED by Councilmember Jeans **SECOND** by Councilmember Sundwall to call the question. Motion **CARRIED** 6 to 0.

Motion, as amended, **CARRIED** 5 to 1 with Councilmember Ross voting against.

BREAK from 9:35 PM to 9:40 PM.

Parks and Public Works Council Committee

AB19-142 Purchase of One 2020 Ford F-450 Truck Chassis Extended Cab 4WD for the Snoqualmie Fire Department, Including Refurbish and Remount of Existing City-owned Braun NW Patient Compartment

On January 10, 2005 the City Council approved an Ordinance establishing the Fleet Management Department, adding a new Chapter 2.30 to the Snoqualmie Municipal code creating a new fund to be entitled Equipment Rental and Revolving. Fleet Division is requesting to replace (1) 2006 Ford F-350 4wd Truck chassis which has reached its useful life. The purchase price for the vehicle with equipment is \$235,463.00 including tax with a 10% contingency of \$23,546.00 for a total of

\$259,009.00. Appropriated Budget for this vehicle replacement is \$268,000.00. Contingency dollars are for unforeseen conditions related to the refurbishment of patient compartment. Unexpended contingency funds will remain in the ER and R program.

MOVED by Councilmember Sundwall **SECOND** by Councilmember Mayhew to purchase one 2020 Ford F-450 truck chassis extended cab 4WD for the Snoqualmie Fire Department, including refurbish and remount of existing City-owned Braun NW Patient Compartment. Discussion. Motion **CARRIED** 6 to 0.

**AB19-143 Purchase of One 2020 Cargomate Blazer Enclosed
Equipment Trailer for Emergency Management Department**

On January 10, 2005 the City Council approved an Ordinance establishing the Fleet Management Department, adding a new Chapter 2.30 to the Snoqualmie Municipal code creating a new fund to be entitled Equipment Rental and Revolving (ER and R). Emergency Management Division is requesting to purchase new one 2020 Cargomate Enclosed trailer which will be placed into the ER and R program for future replacement and repair. The purchase price for the Trailer is \$16,905.00 dollars. Funds \$20,000.00 were placed into the ER and R during the 2019-20 Budget process therefor Fleet Division is bringing forward the purchase. Purchased from State of Washington Shared Procurement (State Bid) contract #00816.

MOVED by Councilmember Sundwall to call the Question **SECOND** by Councilmember Mayhew to purchase one 2020 Cargomate Blazer Enclosed Equipment Trailer for Emergency Management Department. Discussion. Motion **CARRIED** 6 to 0.

Community Development Council Committee

**AB19-136 Approval of Lodging Tax Advisory Committee
Recommendations for 2020 Funding Allocations**

The Lodging Tax Advisory Committee (LTAC) is responsible for requesting, receiving and evaluating applications requesting funds for tourism-related programs in Snoqualmie; determining eligibility of the applicants; and providing a recommendation of hotel/motel tax allocations to the City Council. According to RCW 67.28.1816 section 2(b)(ii), "The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee."

MOVED by Councilmember Mayhew **SECOND** by Councilmember Holloway to approve Lodging Tax Advisory Committee Recommendations for 2020 Funding Allocations. Discussion. Motion **CARRIED** 5 to 1 with Councilmember Shepard voting against.

AB19-122 Approve the 2019 Annual Progress Report for the City of Snoqualmie Floodplain Management and Repetitive Loss Plan.

As part of the National Flood Insurance Program Community Rating System, the City is required to adopt a Floodplain Management and Repetitive Loss Plan. The original plan was adopted in 1997. Each year, the City reviews the annual progress report to monitor the activities that the City participates in to reduce flood losses and educate citizens.

MOVED by Councilmember Mayhew **SECOND** by Councilmember Holloway to approve the 2019 Annual Progress Report for the City of Snoqualmie Floodplain Management and Repetitive Loss Plan. Discussion. Motion **CARRIED** 6 to 0.

MOVED by Councilmember Sundwall **SECOND** by Councilmember Jeans to extend the meeting past 10:00 PM. Motion **CARRIED** 4 to 2 with Councilmember Ross and Councilmember Mayhew voting against.

HB 1406 Discussion

MOVED by Councilmember Holloway **SECOND** by Councilmember Ross to table this discussion to the next City Council meeting. Motion **CARRIED** 5 to 1 with Councilmember Shepard voting against.

Finance and Administration Council Committee

AB19-138 Resolution 1525 Ratifying the October 30, 2019, Proclamation of Emergency for the Snoqualmie Valley Shelter Services Temporary Overnight Warming Shelter

It was reported to the Office of the Mayor, that beginning October 30, 2019, cold overnight temperatures were expected to affect the area through Friday, November 1, 2019 and this caused great concern for the city's homeless population. This constituted an emergency as defined by the Snoqualmie Emergency Services and Management Plan and necessitates the utilization of emergency powers granted pursuant to Snoqualmie Municipal Code Chapter 2.48 and RCW 35.33.081(2). The Snoqualmie Valley Shelter Services Congregation requested to open a temporary, overnight warming shelter at the American Legion Hall located at 38625 SE River Street through Monday morning.

MOVED by Councilmember Holloway **SECOND** by Councilmember Ross to approve Resolution 1525 ratifying the October 30, 2019, Proclamation of Emergency for the Snoqualmie Valley Shelter Services Temporary Overnight Warming Shelter. Discussion.

MOVED by Councilmember Holloway **SECOND** by Councilmember Jeans to call the question. Motion **CARRIED** 6 to 0.

Motion **CARRIED** 6 to 0.

AB19-140 Approve the Lease Agreements with Pacific Office Automation and authorize the Mayor to sign.

The current Police Department copier lease has ended and requires renewal. Staff has researched a replacement and recommends entering into an Image Management Contract with Pacific Automation for a Konica Minolta BizHub c458. The Image Management Contract is through NASPO Contract #3091, WA # 05214 contract pricing. The new contract will be for 48 months for \$206.09 / month excluding copy and print charges (Police Dept: BW: \$0.0072, Color: \$0.049). There is a reduction in cost of \$16.51/month or \$792.48 for the life of the contract.

MOVED by Councilmember Holloway **SECOND** by Councilmember Mayhew to approve the lease agreements with Pacific Office Automation and authorize the Mayor to sign. Discussion. Motion **CARRIED** 6 to 0.

AB19-144 Approve the publication of a Request for Proposal ("RFP") soliciting proposals for Public Records Act Request Management software, to assist in managing, tracking and reporting on public records requests and responses.

The Administration seeks City Council authorization to publish a Request for Proposal ("RFP") soliciting proposals for new software to assist in managing, tracking and reporting on public records requests and responses thereto. This software has been appropriated 2019-2020 budget of \$10,000 for a Public Records Request Management System.

MOVED by Councilmember Holloway **SECOND** by Councilmember Mayhew to approve the publication of a Request for Proposal ("RFP") soliciting proposals for Public Records Act Request Management software, to assist in managing, tracking and reporting on public records requests and responses. Motion **CARRIED** 6 to 0.

Warrants/Claims

MOVED by Councilmember Holloway **SECOND** by Councilmember Mayhew to approve Claims Warrants / Checks & Electronic Payments including settlement of damage claims in the amount of: \$1,632,263.29 Warrant / Check Numbers: 50278-50388 and Payroll Warrants / Checks, electronic (direct) deposits in the amount of: \$\$511,755.68. Warrant / Check Numbers: 72532-72553. Discussion.

MOVED by Councilmember Holloway **SECOND** by Councilmember Jeans to call the

question. Motion **CARRIED** 5 to 1 with Councilmember Shepard voting against.

Motion **CARRIED** 5 to 1 with Councilmember Shepard voting against.

Committee of the Whole

Councilmember Jeans requested input on when to have the next Town Hall meeting and what the topic should be. There was discussion that public safety may be a good topic. Councilmember Jeans suggested that the facilitator, Una McAlinden might be considered as a presenter at the 2020 City Council retreat.

ADJOURNMENT

There being no further business to come before the Council, **MOVED** by Councilmember Sundwall **SECOND** by Councilmember Ross to adjourn the meeting. Motion **CARRIED** 6 to 0. Mayor Larson adjourned the meeting at 10:23 PM.

Matthew R. Larson, Mayor

Attest:

Jodi Warren, MMC City Clerk

Minutes recorded by
Joan Pliego, Communications Manager