

**CITY OF SUMNER
Council Meeting
Minutes – August 16, 2021**

CALL TO ORDER

The Sumner City Council met in regular session at 6:01pm, with Mayor William L. Pugh presiding. City Hall remains closed during Governor Inslee's "Washington Ready" order, a consequence of the Covid-19 pandemic. The Mayor, Council and staff members attended through ZOOM either telephonically or through their computer. The public was allowed to attend via ZOOM, PCTV livestream and by telephone.

Staff present via electronic device: City Administrator Jason Wilson, City Attorney Andrea Marquez, Community Development Director Ryan Windish, Public Works Director Mike Dahlem, Administrative Services Director Jeff Steffens, Chief Financial Officer Cassandra Raymond, and City Clerk Michelle Converse.

Mayor and Councilmembers present via electronic device: Mayor Bill Pugh, Councilmembers Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed.

CONSENT AGENDA

COUNCILMEMBER NEUMAN REMOVED ITEM #6, RESOLUTION NO. 1594 – PSE ENERGY CONSERVATION GRANT AGREEMENT – LIGHTING, RECUSING HERSELF.

MOVED BY HAYDEN, SECONDED BY HAMILTON TO APPROVE THE CONSENT AGENDA ITEMS 1-5 AND 7-12 AS LISTED BELOW:

1. Approval of checks and electronic payments in the amount of \$1,096,543.89.
2. Approval of the minutes from the August 2, 2021 regular council meeting and the August 9, 2021 study session
3. Quit Claim Deed to Sumner Bonney Lake School District of unperfected Mason Street Right-of-Way
4. Floodplains by Design Grant Agreement Amendment
5. Resolution No. 1589 - Pollution Prevention Assistant (PPA) Partnership - Interagency Agreement Authorization
6. Resolution No. 1594 - PSE Energy Conservation Grant Agreement - Lighting
7. Sumner Tapps Highway Resurfacing- Consultant Supplement
8. Resolution No. 1591 - Recreation & Conservation Office Grant Agreement - Rainier View Park Covered Court
9. Resolution No. 1592 - Interlocal with East Pierce Fire and Rescue for Fire Safety Inspections
10. Axon Sales Agreement: Body Worn Cameras
11. Resolution No. 1593 - Housing Action Plan Prioritization
12. Ordinance No. 2788 - Updating Director Authority

PASSED BY VOICE VOTE.

COUNCILMEMBER NEUMAN TURNED OFF HER VIDEO FEED.

ITEM #6 RESOLUTION NO. 1594 – PSE ENERGY CONSERVATION GRANT AGREEMENT – LIGHTNING.

MOVED BY HAYDEN SECONDED BY HOCHSTATTER TO APPROVE CONSENT AGENDA ITEM #6, RESOLUTION NO. 1594 – PSE ENERGY.

PASSED BY VOICE VOTE.

COUNCILMEMBER NEUMAN REJOINED THE MEETING.

PUBLIC HEARING

Surplus by Intergovernmental Transfer of Main Street East Properties for Sumner Library Branch

MAYOR PUGH OPENED THE HEARING AT 6:09pm.

City Attorney Andrea Marquez addressed the Council.

The City owns vacant parcels addressed 15208, 15216 and 15126 Main Street East, located directly across Main Street from the Fred Meyer shopping complex (the Main Street East properties). The city acquired the Main Street East Property in 2018 with the goal of working with the Pierce County Library System to relocate from its current location on Fryar Avenue (in a building owned jointly by the library and the city) to the more centrally located and accessible Main Street East Property. The library is a Washington public library municipal corporation and has expressed an interest in purchasing the Main Street Property for a new Sumner library branch. That enables the city to sell the property through a process called an intergovernmental transfer. Prior to having the ability to sell the property, the city must surplus it, and due to its value, a public hearing is required. Tonight's public hearing is an opportunity to hear from the public about the proposed surplus of the parcels.

Megan Morton – read her comments into the record. (attached)

Mayor Pugh will pass her comments onto the library to ensure they continue to be good neighbors.

Georgia Lomax, Pierce County Library Director, was also in attendance at the hearing, wanted to assure their neighbors the library will maintain the grass with the same commitment as the city.

MAYOR PUGH CLOSED THE HEARING AT 6:13pm.

UNFINISHED BUSINESS

None tonight.

PUBLIC COMMENT

Sumner Main Street Association President Jill Sparks updated council on events the Association has organized downtown.

NEW BUSINESS

Ordinance No. 2790 - American Rescue Plan Act Fund Initial Allocation

MOVED BY REED, SECONDED BY HAYDEN TO ADOPT ORDINANCE NO. 2790, ALLOCATING ARPA FUNDS AS DESIGNATED.

City Administrator Jason Wilson addressed the council.

The American Rescue Plan Act (ARPA) committee reviewed several possible uses of ARPA funds and has recommended initial allocations that address immediate needs to respond to the pandemic. The proposed ordinance would allocate \$1,062,000 under the following ARPA categories:

Direct Response to Covid-19 and/or Economic Impact:	\$960,000
Infrastructure Investments:	\$102,000

The attached staff report details the expenditures and applicability to ARPA fund guidelines.

If approved, the remaining ARPA balance is \$1,848,676 for future use. The ARPA continues to meet and discuss future allocation recommendations.

Discussion ensued.

PASSED BY VOICE VOTE.

Alder Kincaid Utility Improvements – Consultant Services Amendment

MOVED BY HOCHSTATTER, SECONDED BY HAYDEN TO APPROVE AN AMENDMENT TO BCRA'S CONSULTANT SERVICES CONTRACT FOR THE ALDER KINCAID UTILITIES IMPROVEMENTS PROJECT (CIP 19-05), INCREASING THE CONTRACT AMOUNT BY \$205,630 TO A TOTAL AUTHORIZED AMOUNT NOT-TO-EXCEED \$512,995.00, AND AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THE AMENDMENT, SUBSTANTIALLY IN A FORM AS APPROVED BY THE CITY ATTORNEY.

Associate City Engineer Jason Van Gilder addressed the council.

The City of Sumner has previously contracted with BCRA for the design of utility improvements in the downtown area generally bounded by Main Street, Ryan Avenue, Park Street, and Cherry Avenue. The City has also completed a Main Street Visioning Study with conceptual improvements in areas that would be within this project boundary. Staff has identified the possibility that the Main Street Visioning improvements could be constructed efficiently and expeditiously by incorporating them into the Alder Kincaid improvements project.

This contract supplement would authorize BCRA to incorporate the Main Street Visioning improvements planned within the Kincaid Avenue and Cherry Avenue right of way into the Alder Kincaid Utility Improvement project.

Passed by voice vote.

Ordinance No. 2791 - Budget Amendment Authorized FTEs

MOVED BY REED, SECONDED BY NEUMAN TO ADOPT ORDINANCE NO. 2791, AMENDING THE AUTHORIZED FTE COUNT IN THE 2021-22 BIENNIAL BUDGET.

City Administrator Jason Wilson addressed the council.

Staff is proposing two staffing changes to address capacity needs in public records and human resources.

Records

The City is responsible for ensuring access to all types of public records. Currently the city is in the process of moving network files to the cloud via SharePoint. For over 25 years each department had their own network file. A lot of data has been saved that is beyond retention. In addition to electronic files, the city has a lot of paper files, particularly in the CD, DS and PW departments. These files are largely kept offsite, but a number of files remain in City Hall. For at least five years the City Clerk, IT and administrative staff have encouraged departments to review files and dispose of unnecessary files.

Unfortunately, staffing capacity has greatly hindered that effort. As we move towards greater collaboration and cloud computing, the need to address the growing records is becoming increasingly time sensitive.

Later this year, the police department will be implementing Body Worn Cameras (BWCs). The addition of BWCs will create a new type of record that the public can request. While the police department will have access to BWC records for administrative use, court discovery and public records requests will be the responsibility of the legal department. It is estimated that responding to BWC public records requests will be up to half an FTE.

Hybrid meetings will require a staff member to coordinate each meeting. This will be particularly challenging for regular council meetings, planning commission and design commission meetings. There is not currently staff member capacity to perform this function at all meetings.

Staff recommends hiring a records officer or similar title that would be responsible for the above duties. Funding for this position would come from a vacant plans reviewer position in development services, therefore no additional costs to the general fund.

Human Resources

The pandemic and associated labor market has highlighted the challenges of a small HR department. To date the city has conducted 24 recruitments, this is significantly higher than previous years. Complicating the recruitment process is the difficult labor market caused by the pandemic--positions are taking longer to fill and salaries are becoming more contested. By 2023 the city anticipates a minimum of 11 retirements, and it could be as high as 21. These numbers include up to six police officers who are eligible (and have indicated such) that will be retiring. Recruitments for police officers are much more labor intensive due to the smaller applicant pool. The pandemic has also greatly increased the human resource department workload in responding to ever-changing guidelines, accommodation requests and policy changes. This has resulted in the delay of critical work such as payroll implementation, leave program reviews, HR management software, Learning Management Program implementation and salary studies. Additional pressure has been related to the unfunded mandates from the State such as leave law changes that have made protected leave difficult to administer, police personnel record changes and new safety laws/programs.

The Society for Human Resources Management (SHRM) recommends 2.57 FTE HR personnel per 100 FTEs. Sumner currently has 1:120 ratio. If you factor in the Administrative Services Director at 1/3 the ratio improves slightly to 1.33:120--still well below SHRM's recommendation.

Staff recommends adding an HR Generalist position that would start Q4 of 2021. This position would primarily focus on recruitments and management of the city's safety and training programs. Due to the impacts of the pandemic, the ARPA committee has recommended that the initial salary costs for 2021-2023 (\$300k) be paid for with ARPA funds. Future costs of the position would be paid by the General Fund and allocated through the indirect cost allocation model.

Discussion ensued.

PASSED BY VOICE VOTE.

COUNCIL REPORTS

Deputy Mayor Hayden is enjoying getting back to activities and events.

Councilmembers Reed, Hamilton and Hochstatter had nothing to report tonight.

Councilmember Brown gave a special thanks to Lyle and Darren, employees of the Public Works department. They were very responsive to his situation and took the time to explain what they were doing and answered his questions.

Councilmember Neuman seconded what the Deputy Mayor said, she added there is joy to feeling

normal again. Just because we are getting back to events, etc., that still doesn't mean people shouldn't get the vaccine. There are new variants and it's affecting our children. She ended her comments by reminding everyone to remain cautious.

Councilmember Bitetto is pleased to hear about the continued work on the property transfer to the library.

CITY ADMINISTRATOR

City Administrator Jason Wilson updated the council on the following:

Upcoming Policy Issues:

- Next Week's Study Session
 - Ordinance No. XXXX – Mandatory Emergency and Transitional Housing Zoning Code Updates (ESSHB 1220)
 - Houston Road Annexation Petition Discussion
 - Pandemic Response Policy Update
 - Executive Session - Labor
- August 30th is a 5th Monday—enjoy the night off.
- Next Regular Council Meeting on Tuesday September 7th
 - Resolution declaring the Main Street East property as surplus and authorizing the Intergovernmental Transfer
 - Resolution Adopting the Main Street Visioning Plan
 - Purchase and Sale Agreements between the Pierce County Library and City for the Main Street East and Fryar Avenue properties.
 - Lease Amendment between City and Pierce County Library District for Fryar Avenue Library Building
 - Ordinance No. amending the Park Rules

Personnel Issues:

- Cemetery Manager Scott DeCarteret is retiring at the end of the month.
- Three new positions started today:
 - Cemetery admin assistant
 - Lateral police officer
 - Fleet mechanic

Miscellaneous:

- COVID Cases continue to increase. We are monitoring it closely and are starting to see the impacts among our staff.

MAYOR REPORT

Mayor Pugh spoke about the hiring process and what a significant undertaking it is. He thanked HR Manager Adrienne McNeilly and everyone involved in that process.

September 7, 2021, will be a big night noting the major milestone of transferring property to the library.

He ended his comments by sharing the meaning behind "Blue Moon" because there will be one on Sunday, August 22, 2021.

EXECUTIVE SESSION

There was none scheduled.

ADJOURNMENT

With no further business before the Council, the Mayor adjourned the meeting at 6:55pm
Councilmembers concurred.

DocuSigned by:

Michelle Converse

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Michelle Converse, CMC City Clerk

ATTEST:

DocuSigned by:

William L. Pugh

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William L. Pugh, Mayor

Good afternoon!

I'd like to submit input for tonight's city council meeting. It's my understanding that meetings are still virtual via Zoom.

Here is our short submission. Do we get to read it? Or is it read for us?

Good evening Sumner City Council and elected leadership,

My husband and I moved to beautiful Sumner almost 6 years ago. We are located on the other side of the fence to the property that is ear marked for the new library. We are parents of 5 young children who have been library mice since infancy. We take them to all the local libraries, and have many conversations about the crowd that is often outside the buildings.

We worry about the switch in ownership of the land. Currently, when the grass is tall enough to camouflage the campsites, a simple phone call to the city of Sumner's project manager is able to get the grass mowed in a very short amount of time. Not only do they manage the vegetation in a timely manner, but they pick up the tarps and garbage quickly.

It is our understanding from the city of Sumner and Pierce County Library System that funding for the library is years out. We are concerned that during this time of vacant land that we are attracting homeless camp sites and that we will lose the land management.

Thanks for being a great town to raise our family in.

Megan Morton

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City of Sumner

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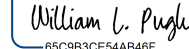
William L. Pugh

mayorbill@sumnerwa.gov

Mayor

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Michelle Converse

michellec@sumnerwa.gov

City Clerk

City of Sumner

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