

**CITY OF LAKE FOREST PARK
CITY COUNCIL MEETING MINUTES
November 14, 2002**

Councilmembers present: Alan Kiest, Carolyn Armanini, Dwight Thompson, Mary Jane Goss, Nate Herzog (8:20 p.m.), Roger Olstad, Ed Sterner

Staff present: David R. Hutchinson, Mayor; Michael Ruark, City Attorney; Dennis Peterson, Police Chief; Frank Zenk, Director of Public Services; Sarah Phillips, Government & Community Relations Manager; John Hawley, Finance Director; Susan Stine, City Clerk

Others present: 14 visitors

CALL TO ORDER

Mayor Hutchinson called the regular council meeting to order at 7:33 p.m.

PUBLIC HEARING

Ordinance 884/Property Tax Levy

Hutchinson opened the public hearing on Ordinance 884/Property Tax Levy at 7:34 p.m.

Margaret Marshall, 3537 NE 165th St., expressed her concern regarding raising the property tax and discussed sharing services with other cities. She said that quality should be maintained without the burden of excessive taxes.

There being no other comments, the public hearing on ordinance 884/Property Tax Levy was closed at 7:36 p.m.

FLAG SALUTE

Cmbr. Thompson led the council in the pledge of allegiance.

REPORT

Organics Pilot Program/Food Waste Collection Team

Community and Government Affairs Manager Sarah Phillips introduced Josh Marx of King County Solid Waste Division and Jeff Brown of Sound Resource Management Group, Inc. Marx gave an overview of the organics pilot program and discussed the results from a focus group session conducted by Carolyn Browne and Associates. Brown discussed trends in garbage service and options for continuation of the pilot program.

Discussion followed on issues related to the pilot program. In response to a request from Cmbr. Goss, Brown agreed that focus group reports from other cities would be made available to the council.

1 There was consensus that a resolution should be prepared for council consideration regarding
2 organics pilot program options.

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5 **MAYOR'S REPORT**

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7 Hutchinson reported on his attendance at meetings of the Association of Washington Cities
8 Legislative Committee and Suburban Cities Association Policy Board on public health. He
9 attended the Planning Commission meeting where discussion focused on senior housing. He
10 noted that there were two finalists for the city administrator's position, and he anticipates making
11 a decision next week.

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14 **ADOPTION OF AGENDA**

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16 Cmbr. Armanini requested that the budget committee reports and discussion be taken out of
17 order and placed as the first item on the first reading calendar.

18
19 Hutchinson noted that item 1, Resolution 753/Naming Cole Nature Preserve Property is stricken
20 from the agenda. He also added discussion of potential litigation involving a personnel matter in
21 executive session to the agenda.

22
23 **Thompson moved** to adopt the agenda as amended. **Cmbr. Herzog seconded. The motion**
24 **carried unanimously.**

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27 Thompson noted that the December 26, 2002 council meeting has been cancelled.

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30 **CONFIRMATION CALENDAR**

31 **Judy Herring, Planning Commission, Position 3, term ending 3/31/2004**

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33 Hutchinson introduced Judy Herring, his nominee for the Planning Commission, Position 3, term
34 ending 3/31/2004. Herring discussed her work experience with citizen committees at the
35 county and the value of citizen input. She said that serving on the Planning Commission would
36 provide her an opportunity to serve her community and would be interesting as well.

37
38 Several council members thanked her for her willingness to serve on the commission. In
39 response to a question from Thompson, Herring confirmed the importance of the county's
40 comprehensive plan as a guide and a reference for staff. It was noted that final confirmation
41 would take place at the November 21, 2002 council meeting.

42
43 Hutchinson noted that the Planning Commission has scheduled a public hearing on the
44 comprehensive plan update for Tuesday, December 10, 2002, 7 p.m. in the council chambers.

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47 **CONSENT CALENDAR**

48
49 Thompson requested to pull the October 29, 2002 council budget workshop/special meeting
50 minutes from the consent calendar.

1 **Thompson moved** to amend the October 29, 2002 minutes as follows:

2
3 Page 1, line 10: "...absent excused ..."

4
5 **Goss seconded. The motion carried unanimously.**

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8 **Thompson moved** to approve the consent calendar as follows:

- 9
10 1. October 24, 2002 council regular meeting minutes.
11 2. October 29, 2002 council budget workshop/special meeting minutes.
12 3. November 7, 2002 council budget workshop/special meeting minutes.

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14 **Armanini seconded. The motion to approve the consent calendar carried unanimously.**

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17 **FIRST READING CALENDAR**

18 **Ordinance 885/Adopting 2003 Budget**

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20 Thompson noted that Finance Director Hawley had prepared Ordinance 885/Adopting 2003
21 Budget and had provided a list of amendments proposed by the council budget committee at its
22 November 12, 2002 meeting.

23
24 **Thompson moved** to suspend the rules and to consider Ordinance 885/Adopting 2003 Budget
25 as a second reading calendar item. **Olstad seconded. The motion carried unanimously.**

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28 **SECOND READING CALENDAR**

29 **Ordinance 885/Adopt 2003 Budget**

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31 Thompson noted that Ordinance 885 includes provisos in sections 5 through 8. He said that the
32 budget committee and the mayor are in agreement regarding the provisos.

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35 **Thompson moved** to include all of the budget committee amendments in the proposed 2003
36 budget. **Goss seconded. The motion carried unanimously.**

37
38 Kiest discussed Section 5 of Ordinance 885 and noted that potential changes to health
39 insurance coverage for non-represented employees may include cafeteria-style benefits.

40
41 Armanini said she is pleased to know that the council budget committee chose to follow ~~their~~ the
42 local governance committee recommendation of pursuing a cafeteria-style plan for employee
43 benefits. She said in reviewing the recommendations from the budget committee, she was
44 surprised to find very modest changes to the budget. She stated that, by making additional
45 reductions in 2003 expenses, the City could lessen the impacts of the substantial revenue
46 reductions in the coming years. She said she would be proposing several budget amendments
47 for council consideration at the November 21, 2002 council meeting, which would include some
48 staff positions. (Council approved changes 11/21/02)

49
50 **Thompson indicated that he would be proposing an ordinance to require reauthorization of any**
51 **position that becomes vacant in 2003.** (Council approved change 11/21/02)

1 Goss reminded Armanini and other council members of her staff reduction proposal two years
2 ago and had indicated the need for the future years' budgets needs. (Council approved change
3 11/21/02)
4

5 After further discussion, **Thompson moved** that Ordinance 885/Adopting 2003 Budget and the
6 proposed amended budget should be used for the November 21, 2002 public hearing. **Olstad**
7 **seconded. The motion carried unanimously.**
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10 **FIRST READING CALENDAR**
11 **Ordinance 884/2003 Property Tax Levy**

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13 **Thompson moved** to advance Ordinance 884/2003 Property Tax Levy to second reading
14 calendar. **Goss seconded. The motion carried unanimously.**
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17 **SECOND READING CALENDAR**
18 **Resolution 748/2003 User Fees**

19
20 **Kiest moved** to adopt Resolution 748/2003 User Fees. **Goss seconded.**
21

22 In response to a question from Thompson, Hawley said that he would check on the statutory
23 limit for dishonored checks and insert that amount in the fee schedule with the council's
24 permission.
25
26

27 **Thompson moved** to amend Resolution 748/2003 User Fees as follows:
28

29 Page 1, Attachment A
30

31 **"Services**

32
33 ♦ Dishonored Checks \$ ~~25.00~~ statutory limit"
34

35 **Kiest seconded. The motion carried 6-1 (Aye—Kiest, Thompson, Goss, Herzog, Olstad,**
36 **Sterner; Nay—Armanini).**
37
38

39 Cnbr. Armanini exited the meeting at 9 p.m.
40
41

42 Goss pointed out the fees for open house and garage sale permits are still reflected in the 2003
43 User Fees.
44

45 After further discussion, Hawley agreed to add a note to the fee schedule that the fees for real
46 estate open house sign permits and garage sale permits are suspended until December 31,
47 2004, in accordance with Ordinance 877.
48

49 **The motion to adopt Resolution 748 as amended carried unanimously.**

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5 **Resolution 749/Amending Employee Handbook Regarding Employee Benefits**

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7 **Thompson moved** to adopt Resolution 749/ Amending Employee Handbook Regarding
8 Employee Benefits. **Goss seconded. The motion carried unanimously.**

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11 **Resolution 751/Authorizing Mayor to Sign Agreement with Department of Executive**
12 **Services for 2003 Vegetation Services**

13
14 **Herzog moved** to amend Resolution 751/Exhibit A--Agreement for Services as follows:

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16 Page 1, line 23: "... four five and a supervisor..."

17
18 **Thompson seconded. The motion to amend carried unanimously.**

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21 **Thompson moved** to adopt Resolution 751/Authorizing Mayor to Sign Agreement with
22 Department of Executive Services for 2003 Vegetation Services. **Goss seconded. The**
23 **motion carried unanimously.**

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27 **Ordinance 878/Relating to Use of City Credit Cards**

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29 **Kiest moved** to replace Ordinance 878 currently before the council with the version marked as
30 Ordinance 878B. **Thompson seconded. The motion carried unanimously.**

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33 Kiest reviewed improvements in the proposed ordinance and explained the credit card accounts
34 and limits. He noted that no cash advances would be allowed, that two accounts would be
35 established with one account designated for travel expenses and one account for purchases up
36 to \$10,000, and that itemized receipts would be required for all purchases.

37
38 Herzog suggested that consideration be given to use of credit cards awarding frequent flier
39 miles on all purchases.

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41 **Thompson moved** to advance Ordinance 878 to final action calendar. **Goss seconded. The**
42 **motion carried unanimously.**

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46 **Ordinance 887/Amending 2002 Capital Improvement Fund Budget**

47
48 In response to questions from Herzog, City Attorney Ruark noted that passage of an ordinance
49 amending the budget requires a super-majority, or a majority plus one.

1 **Thompson moved** to advance Ordinance 887 to the final action calendar. **Goss seconded.**
2 **The motion carried unanimously.**
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6 **Ordinance 884/2003 Property Tax Levy**
7

8 Hawley discussed language included in Section 1 regarding the amount specified for collection
9 of property tax in 2003 and noted that the assessor's office adjusts the amount based on
10 information that is available after the date that the ordinance must be adopted.

11
12 In response to questions from Kiest, Hawley noted that state law limits the increase to 1
13 percent, and the assessor's office must follow the law.

14
15 Kiest noted that the council has adopted the annual property tax levy ordinance after receipt of
16 the exact number to use as the city's total assessed value.

17
18 Following further discussion, Hawley noted that the ordinance would be on the November 21,
19 2002 agenda for adoption.
20
21

22 **FINAL ACTION CALENDAR**

23 **Ordinance 878/Relating to Use of City Credit Cards**
24

25 **Thompson moved** adoption of Ordinance 878/Relating to Use of City Credit Cards. **Goss**
26 **seconded. The motion carried unanimously.**
27
28

29 **Ordinance 887/Amending 2002 Capital Improvement Fund Budget**
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31 **Thompson moved** adoption of Ordinance 887/Amending 2002 Capital Improvement Fund
32 Budget. **Goss seconded. The motion carried unanimously.**
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36 **NEW BUSINESS**

37 **Council Reports**
38

39 Kiest reported on discussions on funding and delivery of human services at the Suburban Cities
40 Human Services Policy Board.
41

42 Goss discussed transportation issues and noted that the transportation sounding board has two
43 new members, one who is a student dependent on transit.
44

45 City Attorney Ruark noted that the city has received a request for reconsideration of the hearing
46 examiner's decision on the Onnuri Church. He noted that the council had approved an
47 extension through November 30, 2002 for the purchase and sale agreement, and he requested
48 that the extension be authorized through December 31, 2002 to allow for completion of the
49 process regarding the request for reconsideration.
50

1 **Sterner moved** to extend the deadline if necessary for the purchase and sale agreement for the
2 Interim City Hall property to December 31, 2002. **Thompson seconded. The motion carried**
3 **unanimously.**
4

5
6 At 9:30 p.m., Hutchinson noted that the next item on the agenda is an executive session for
7 discussion of potential litigation regarding a personnel matter for approximately 20 minutes.
8 Those not required to remain for the executive session exited the chambers at this time.
9

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11 **Executive Session**

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13 The meeting was recessed to executive session at 9:35 p.m. for discussion of potential litigation
14 regarding a personnel matter.
15

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17 The executive session was extended at 9:55 p.m. for 15 minutes.
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20 The meeting was resumed at 10:09 p.m.
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23 **ADJOURNMENT**

24
25 There being no objection, the meeting was adjourned at 10:10 p.m.
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28

29 _____
30 Susan Stine, City Clerk
31

32
33 _____
34 David R. Hutchinson, Mayor
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