

1 Mayor Vini Samuel presiding
2

3 **CALL TO ORDER:** The Montesano City Council meeting of February 11, 2020 was called to order by
4 Mayor Samuel at 7:01 p.m.
5

6 **FLAG CEREMONY:** Pledge of Allegiance
7

8 **ROLL CALL:** Councilman Wood, Councilwoman Valentine, Councilwoman Cristobal, Councilman Trimble,
9 Councilman Cope, and Councilman Skaramuca were all present. Councilman Bryson was absent.
10

11 Councilman Trimble made a motion to excuse Councilman Bryson which was seconded by Councilman
12 Cope.
13

14 *Motion passed 6-0*

15 **STAFF PRESENT:** Public Works Director Olden, Police Chief Vance, Fire Chief Rux, CFO Blancas, City
16 Attorney Coker and Deputy City Clerk Lillegard were all present.
17

18 **APPROVAL OF BILLS:** Councilman Trimble made a motion to accept the bills as audited with Councilman
19 Cope making a second. Bills totaled \$50,922.86 for checks #54365 to #54400 and payroll totaled
20 \$187,293.56 for checks #41258 to 41284.
21

22 *Motion passed 6-0*

23 **APPROVAL OF MINUTES:** Councilman Wood made a motion to approve the minutes of January 28,
24 2020 which was seconded by Councilman Skaramuca. There were no additions or corrections.
25

26 *Motion passed 6-0*

27 **PUBLIC COMMENT:** Amy Durham spoke of her concerns of speeding issues they have been battling and
28 hoped to keep this to the forefront of the table. Ms. Durham advised she sent emails to the council
29 outlying her concerns.
30

31 **COMMITTEE REPORTS:**
32

33 **MTO:** The Mayor advised Ms. Durham she had asked the MTO Committee to take a look at her email
34 and Councilman Trimble added the MTO Committee will be looking at this issue at their next meeting.
35

36 **Public Works:** Councilman Skaramuca advised they had met last Wednesday and discussed two
37 particular items; 1)the 2nd draft of the Wynooche cemetery capital facilities plan and options for which
38 differs a bit from the first one, there are options, 2) A 10 year capital improvement plan for water,
39 sewer, streets and storm with options of a \$6 a month increase in water and a \$5.50 increase in sewer
40 this would allow us a very robust improvement plan for the next 10 years.
41

42 **NEW BUSINESS:**
43

44 **Temporary, part-time fill-in cashier in the Clerk's Office:** Mayor Samuel gave an overview of what is
45 going on in the clerk's office in relationship to ambulance billing and the training needed for that clerk,
46 taking her out of city hall and locating her down to the fire department; ambulance billing is six months
47 behind due to retirement and no overlap of training with an estimated \$250,000.00 needing to be
48 collected within a certain amount of time. At the same time, this clerk was supposed to also be training

49 to fill in for the court administrator during sick and vacation time. The plan is for Chey to be doing two
50 months of nothing but ambulance billing.

51
52 Councilman Wood made a motion to authorize the hiring of a temporary employee for the Clerk's Office
53 with a second by Councilman Skaramuca.

54 *Motion passed 6-0*

55
56 **Temporary, on-call fill-in clerk in the Municipal Court:** Mayor Samuel advised the council there was
57 someone needed to cover for sick and vacation days in the court. This position was done in the past by
58 the ambulance billing clerk however that person right now needs to be training and getting caught up.
59 This would be straight hourly wages.

60
61 Councilman Wood made a motion to authorize the hiring of a temporary employee for the Montesano
62 Municipal Court which was seconded by Councilman Cope.

63 *Motion passed 6-0*

64
65 **Professional services agreement for ambulance billing consulting:** Mayor Samuel advised the council
66 this agreement would be with an ambulance billing clerk from Aberdeen, Jessica Chum, who has agreed
67 to contract with the City to come in during the off hours and help train Deputy Clerk Chey Smith.
68 Councilman Wood requested to know Ms. Chum's qualifications. Chief Rux advised Ms. Chum has
69 experience in ambulance billing and has been working with the Medicare Compliance person for the City
70 of Aberdeen and is a certified ambulance coder. Councilman Wood was concerned about any overtime
71 that might be accumulated by our clerk and was advised by Chief Rux she would be modifying her hours
72 to accommodate keeping to a 40 hour work week. This would be straight hourly wages and will be
73 reevaluated at the end of two months.

74
75 Councilman Skaramuca made a motion to authorize the mayor to enter into a services agreement for
76 ambulance billing consulting with Councilman Trimble making a second.

77 *Motion passed 6-0*

78
79 **Contract for janitorial services:** Mayor Samuel advised this was an annual renewal of our contract with
80 BC Services. CFO Blancas advised there had been some increase in costs over last year. Councilman
81 Wood asked the Mayor to put an administrative notice to end the contract if necessary however it was
82 determined the contract was fine the way it read.

83
84 Councilman Trimble made a motion to authorize the mayor to sign the contract for janitorial services
85 with BC Cleaning as presented with a second by Councilman Skaramuca.

86 *Motion passed 6-0*

87
88 **Municipal Court Judicial Services Agreement:** Mayor Samuel advised the council this agreement is for
89 our current Judge, Christopher Bates. Attorney Coker advised this agreement designates what he is
90 making and changes the way he is being paid; he is in the middle of his four year term.

91
92 Councilman Trimble made a motion to authorize the mayor to sign the Municipal Court Judicial Services
93 Agreement with Christopher Bates which was seconded by Councilwoman Valentine.

94 *Motion passed 6-0*

95

96 **Memorandum of Understanding relating to IT services:** Mayor Samuel advised the council this was
97 between the City of Montesano and Grays Harbor Communications Center (E911) for the purpose of
98 sharing of the City's IT employee Sean with E911 for suitable compensation from E911.
99

100 Councilman Wood made a motion to authorize the mayor to sign the Memorandum of Understanding
101 relating to IT services with E911 with a second by Councilwoman Valentine.

102 *Motion passed 6-0*
103

104 **Service agreement for public works call-out system:** Public Works Director Olden explained to the
105 council this was a new phone system to be put in place for equitable call out of the public works crew
106 for afterhours call outs.
107

108 Councilman Cope made a motion to authorize the mayor to sign the service agreement with MAP
109 Communications with Councilman Wood making a second.

110 *Motion passed 6-0*
111

112 **User agreements for softball programs at Crait Field:** Mayor Samuel advised this was for introduction
113 only at this time. One agreement is for use of multi fields and the other for two softball programs
114 wishing to use Crait Field. She gave some history to the use of Crait Field and history of the softball
115 programs. Potentially two softball programs will need to use the same field so user agreements will
116 need to be signed by both programs and the city. Mayor Samuel advised it will likely be the city
117 allocating Crait Field usage based on how many kids sign up and ages of these kids.
118

119 **ORDINANCES & RESOLUTIONS:**
120

121 **An Ordinance Terminating the Easement Established By Ordinance 837 for Utility Easement for
122 Sanitary Sewer Collection System.**
123

124 Attorney Coker advised this ordinance should be struck from the agenda. We will be using a different
125 ordinance.
126

127 **Ordinance #1628**

128 **An Ordinance Terminating the Easement Established By Ordinance 837 for the Construction, Repair
129 And Maintenance Of Public Utilities And Services.**
130

131 Councilman Wood made a motion to approve Ordinance #1628 as presented with a second by
132 Councilman Skaramuca.
133

134 A roll call vote was taken.

135 Councilman Wood-Aye

Councilman Trimble-Aye

136 Councilwoman Valentine-Aye

Councilman Cope-Aye

137 Councilwoman Cristobal-Aye

Councilman Skaramuca-Aye

138 *Motion passed 6-0*
139

140 **PUBLIC COMMENT:** There was none.
141
142
143

144 **COUNCIL COMMENTS:**

145

146 Councilman Wood expressed a desire to see a map of the proposed annexation area off of Simpson
147 Avenue showing those properties who do not want to be included in the annexation; he asked for an
148 agenda item to discuss everything involved in this.

149

150 Councilwoman Valentine expressed her condolences to the Foscue family over their loss.

151

152 Councilwoman Cristobal had on comments.

153

154 Councilman Trimble had no comments.

155

156 Councilman Cope had no comments.

157

158 Councilman Skaramuca advised he would not be present at the next city council meeting but he would
159 try to phone in.

160

161 This prompted a discussion concerning three council members being absent at the next meeting;
162 Councilman Cope, Councilwoman Valentine and Councilman Skaramuca. Mayor Samuel checked with
163 the three remaining council members to make sure they were planning on attending and advised she
164 would be in touch with Councilman Bryson regarding his attendance at that meeting as we need 4
165 council members present to have a quorum. She will let the council know about whether a workshop
166 will be happening. Councilman Wood advised he will not be present for both meetings in March.

167

168 **MAYOR COMMENTS:**

169

170 Mayor Samuel advised the council there was a map of the annexation area and the properties who were
171 interested in annexing. If a property owner does not respond it is assumed they are a no vote. She has
172 been emailing folks who have had questions. After February 15th two maps will be available and she
173 will forward this on to the council.

174

175 **ADJOURNMENT:**

176

177 Councilman Wood made a motion to adjourn the meeting at 7:40 p. m. which was seconded by
178 Councilwoman Cristobal.

179 Meeting adjourned.

180

181 Kim Lillegard, Deputy Clerk

182 Recording available.