
CITY OF CARNATION

MINUTES OF THE SPECIAL CITY COUNCIL MEETING

July 18, 2020

Meeting called to order at 9:45 by Mayor, all Councilmembers and Interim City Manager Bob Jean present. Teams Meeting open online to interested parties.

- Agenda Review: Vision/Values/Expectations, SWOT Analysis, Master Work Plan Review, Game Plan/Action Steps 2020-2022, Workshop Wrap Up.
- Discussion of Formal vs. Informal organizational structures, Council/Manager/Staff roles and responsibilities; keeping communications open and informal while recognizing the need for more formal approach to decision making and directions to staff through City Manager; seek Functional Consensus vs. simple majority or pure consensus.
- Discussion of Team Expectations of each other and aspirational values and principles: HONESTY, TRUST, RESPECT, CONFIDENTIALITY OF CONFIDENTIAL INFORMATION (e.g., Ex Session materials), RESPECTFUL DISCOURSE, UNITED FRONT WHEN POSSIBLE OR IDENTIFY INDIVIDUAL VIEWS AS INDIVIDUAL IF SEPARATE FROM MAJORITY, ACTIVE LISTENING, AVOID SURPRISES, NO GOTCHAS, DON'T ASSUME/ASK, DISAGREE WITHOUT BEING DISAGREEABLE, ATTACK IDEAS/NOT PERSONS, RECOGNIZE DANGERS OF SOCIAL MEDIA, INTENT VS. PERCEPTION, NO PUBLIC SHAMING, HAVE EACH OTHERS BACKS...RESPECT VALUE OF DIFFERING INDIVIDUAL OPINIONS AND NEED FOR COUNCIL FINAL DECISION.

10:30: DISCUSSION OF STRATEGIC VISION/DIRECTION FOR CARNATION. Strengths, Weaknesses, Opportunities & Threats (SWOT):

- STRENGTHS. Carnation people and sense of community, small town character, located close to regional centers yet separate, river and outdoor recreation, destination community, Council represents a good mix of the community, Council is open and approachable, community third party events and activities.
- WEAKNESSES. Hidden Gem (need to make others more aware of what Carnation offers), potholes and no sidewalks (esp. in older town areas) streets and sidewalks infrastructure Citywide, commercial/industrial infill and development (jobs and broaden tax base beyond residential properties). Lack of Trust in governments generally.
- OPPORTUNITIES. Expanded community information, outreach and education about community (not just City), new City Hall as public gathering place, parks and connecting trails, walkable Tolt Avenue/Bird Street "festival area", branding and community identity, data and information management, third party events and activities, economic development and opportunity to manage growth right, intergovernmental influence, variety and mix of housing types and affordability.
- THREATS. Improved parking with new development and in existing neighborhoods, unfunded mandates from Fed and State, absentee or unmotivated landlords, Tolt Dam and Emergency Preparedness, maintaining intergovernmental relations, coming staff retirements and turnover (loss of "tribal" or organizational memory, staffing planning), complacency or being too comfortable as is... good vs. great potential.

11:30: DISCUSSION OF COUNCIL GOALS AND MASTER WORK PLAN.

- 1) TOLT AVENUE REBUILD. Plans and specs due by end of July, RFQ out in July for Project Management Engineering Team (CM to select a local Community Business Liaison Team BLT member to work for CM with Project Engineer Team), Call For Construction Bids in late September, Bid Review and Award in October, contract negotiations in November, mobilization in December, construction starts in January, break around July 4th Events, then substantial completion by December, before Christmas Holiday season, wrap-up and

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- closeout in early 2022; grants closeouts and audits; litigation resolution if needed.
- 2) ECONOMIC DEVELOPMENT. Pursue potential City land sale opportunities for possible commercial or light industrial development, identify vacant or underdeveloped commercial and light industrial lands as a part of Comp. Plan updates, March or April 2021 form Economic Development Task team of Council, staff and community members to develop E.D. Strategy and input to Economic Element of Comp. Plan by December 2021.
 - 3) STREETS/SIDEWALKS/STORMWATER INFRASTRUCTURE AND PARKS PROS PLAN. Safe routes to Schools grant application on Entwistle/45th missing segment by Swiftwater, approve 5-year Streets Transportation Improvement Plan (STIP) within long-range Transportation Improvement Plan (TIP), Stormwater Plan/CIP in October 2020, potholes and crack sealing in 2020, review property owner responsibilities for ROW and alley maintenance, increase for chip seals in 2021 or by 2022 (\$?), seek street overlay and sidewalks grants, review street standards optional alternatives in 2021-2021 develop a conditions based streets/sidewalks CIP; Dog Park at Memorial Park in 2020, added parking and Skatepark resurfacing in 2020-2021.
 - 4) COMMUNITY EVENTS. Continue to support and promote 3rd party community events, increase community Emergency Preparedness information and Tolt Dam Evacuation Drill event in Fall.
 - 5) COMP. PLAN AND CODE UPDATES. Per Docket and Planning Board schedule, draft Element approvals in 2020-2022 with final update Adoption by 2023 or early 2024; review Mixed Use and Commercial parking requirement and Light Industrial outdoor storage/use yard gravel vs. paved surfacing requirements in 2020.
 - 6) CITY HALL REPLACEMENT. Pursue land assembly/swap alternatives in August 2021 for Tolt/Bird Street location, form Council/staff/community Task Team and Needs/Cost Assessment in September, Architect RFQ, preliminary design alternatives and cost estimate, pursue Fed/State infrastructure grants, select preferred design and develop plans, project cost and funding, interim City Hall, project bid and construction in 2021-early 2022, closeout and bond sale along with Tolt Avenue Bond in early 2023?

12:30-1:00: WORKING LUNCH BREAK.

- 7) FINANCE AND BUDGET. Q2 Financials review in July, financial forecast and 2020 update/2021 budget summary at 8/30 Finance Workshop (revenue-expenditure equilibrium and "Houdini" reserves), financing to address Tolt Avenue and City Hall debt service, streets preventive maintenance (potholing, crack sealing, slurry seals, chip seals and overlays), sidewalks/pathways grants match and funding, and Communications/Economic Development /Intergovernmental Coordinator? 2021 Budget workshop in September, Budget Message in October, Budget Hearings in November and Adoption in December with 2020 Amendments, regular City Manager recruitment in April with Fall 2021 start.
- 8) COMMUNICATIONS. Communications Task Team re. Webpage update and Messaging, community survey in July, PROs/Parks survey in August, Special Report in September 2020, Business Liaison Team Tolt Avenue Project communications Fall 2020-2021, hire Communications /Econ. Development/IGR Coordinator in 2021? State of City Report in 2021
- 9) MAJOR DEVELOPMENT/CURRENT DEVELOPMENT. Quarterly reports to Council.
- 10) COUNCIL/MANAGER/STAFF TEAMBUILDING AND TRAINING. Clarify roles, responsibilities, authority; formalize work plans per Council Goals and Master Work Plan, staff development and training re: future retirements and replacement turnover.

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- OTHER TOPICS DISCUSSED: Old Shops sale and environmental cleanup, Tolt Villas Development Agreement re: parking exception for McKinley full street block improvement; Intergovernmental Electeds Fall dessert with the Council meetings; sale and development of light industrial park site, Tolt/McDonald Park access (Memorial Park dog park first)

2:30: DISCUSSION OF GAME PLAN/ACTION AGENDA.

- City Property Tax: Median assessed value home around \$600,000 and CITY tax about \$600 per year, hold at 1% increase thru 2021 and 2022, review in 2022 for 2023, potential levy lift for streets, sidewalks and parks?
- Water and Sewer Rates: Hold at the 50% discounted rate increases of 3% water, 5% sewer.
- Water and Sewer CIP pushed out from planned to 5-year improvement vs. 3-year cycle.
- Stormwater Management (SWM): Update SWM Plan in 2020, review CIP and Operations in 2020, evaluate SWM fee in 2021 for 2022; eliminate current General Fund SWM subsidy and increase General Fund Streets preventive maintenance by 2022.
- Streets: Potholes and crack sealing in 2020, grant overlays and slurry seals in 2021, begin chip seals in 2020 as funding allows.
- Other: Per Master Work Plan above.

3:00: TEAMBUILDING WORKSHOP REVIEW, discussion followed.

3:30: ADJOURNMENT.

Approved at the regular meeting of the Carnation City Council on August 4, 2020.

MAYOR, KIMBERLY LISK

CITY CLERK, MARY MADOLE