

City of Vader

317 8th Street
PO Box 189
Vader, WA 98593
360-295-3222
vadercity@centurylink.net

CITY COUNCIL MEETING
LOCATION: VADER CITY HALL
DATE: Thurs., Sep. 22th, 2016
TIME: 6:00 p.m.

CITY COUNCIL MEETING AGENDA

Call to Order

Roll Call

Pledge of Allegiance

Mayor's Report:

1. Update on fallen tree

Council Reports

Agenda Approval: City Council Meeting Agenda for 9/22/2016

Minutes Approval: City Council Meeting 9/8/2016

Voucher Approval:

First of September, 2016:	\$ <u>16,673.04</u>
End of September, 2016:	\$ <u> </u>
September, 2016 total:	\$ <u> </u>

Special Report:

Public Comment

City Business:

1. Council to consider Revised Emergency Preparedness Proposal
2. Council to consider **Resolution 15-2016** – Set Bank Deposit Requirement Threshold.
3. Update on Code Enforcement progress.
4. Report on Wastewater Treatment Facility Plan Update project.
5. Council to consider Fire Investigation Services.
6. Council to consider 2017 Budget Schedule.
7. Council discussion on Speed Limits.

Adjournment

The City of Vader is an equal opportunity provider. If you have special needs, please contact us in advance of the meeting so we can make special arrangements. 360-295-3222 office

DRAFT

CITY OF VADER

317 8th Street

VADER, WA 98593

(360) 295-3222

CITY COUNCIL MEETING

LOCATION: Vader City Hall

DATE: September 8th, 2016

TIME: 6:00 p.m.

CITY COUNCIL MEETING MINUTES

Call to order: 6:02 p.m.

Roll Call: by Jill Nielson, Clerk/Treasurer

In Attendance	Absent Excused	Absent Unexcused	Name/Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ken Smith, Mayor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Andy Wilson, Position #1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Dailey, Position #2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joe Schey, Position #3 & Mayor Pro-Tem
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike Parsons Position #4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ruth Crear, Position #5

Absence of Andy Wilson was previously excused.

Pledge of Allegiance: Jason Dailey

Mayor's report:

1. The McDonald's playground equipment offered to the city has been found to be too old to be used in a city park.
2. State Auditor's Office will begin the accountability audit here on September 26th.
3. Logging project by private citizen has finished and our City Engineer is reviewing the streets for the overweight truck traffic.
4. 6 shrubs were donated to the City and are planned to go to one of the City Parks.

Council Reports: None

Agenda:

Action-----I move to approve the Agenda for the City Council Meeting on 9/8/2016 as written except deleting item #3.

Motion Submitted by: Mike Parsons
2nd the motion: Ruth Crear
Vote: unanimous, 4-0/ Motion carries

Minutes:

Action-----I move to approve the Minutes for the August 25th, 2016 City Council Meetings as written.

Motion Submitted by: Mike Parsons
2nd the motion: Jason Dailey
Vote: unanimous, 4-0/ Motion carries

Vouchers:

Action-----I move to approve the vouchers for:

First half of September, 2016: **\$ 16,673.04**

Motion Submitted by: Joe Schey
2nd the motion: Ruth Crear
Vote: unanimous, 4-0/ Motion carries

Public Comment: None

Special Reports:

Sergeant Ken Cheeseman from the Lewis County Sheriff's Office reported on the August 2016 law enforcement stats. He also recommended to council that they close the gates at McMurphy Park at night in order to keep traffic out while the park is closed.

City Business:

1. Mayor Smith made a recommendation to approve Ken Joslin to Park Board.

Action-----I move to approve Ken Joslin as a new Park Board Member.

Motion Submitted by: Joe Schey
2nd the motion: Mike Parsons
Vote: 3 – ayes (Mike Parsons, Joe Schey & Ruth Crear)
1 – nay (Jason Dailey, said he would like to meet him first.)
Motion carries

2. Council considered Resolution 14-2016 – Contract for Engineering Services with Civil West Engineering for Wastewater Treatment Facility Plan Amendment

Action-----I move to approve Resolution 14-2016 including an amendment to task #5 by reducing the time and expenditure to \$12,000.00.

Motion Submitted by: Jason Dailey
2nd the motion: Ruth Crear

Council discussion determined that it was actually task #4 that they were opposed to spending city funds on.

Action-----I move to withdraw the previous motion.

Action Submitted by: Jason Dailey

Action-----I move to approve Resolution 14-2016 as written and direct the Mayor to try to reduce the funds spent on task #4 as much as possible.

Motion Submitted by: Jason Dailey
2nd the motion: Joe Schey
Vote: unanimous, 4-0/ Motion carries

3. Item removed from agenda.
4. Council received a proposed 2017 Budget Calendar for their review. Council decided on the proposed schedule options and directed the City Clerk/Treasurer to provide a finalized 2017 Budget Calendar at the next City Council Meeting.
5. Councilor Joe Schey reported that the City did not receive any bids from the advertisement that was previously posted regarding street paving improvements. He reported that he would personally seek out another bid and present it to the Council at the next meeting.
6. Councilor Mike Parsons proposed the idea of lowering the speed limit in the City to 15 mph. After giving his reasoning, each council member gave their opinion as follows:
 - Ruth Crear: leaning more towards 20 mph and feels that the added stop sign at 8th and D Streets will slow down traffic on D Street.
 - Joe Schey: supportive of 20 mph.
 - Jason Dailey: would like time to consider the idea and talk to citizens about it.

Council then agreed to re-address the topic at the next Council Meeting.

Meeting Adjourned:

7:06 p.m.

Approved by:

Mayor

Attest:

City Clerk/Treasurer

Agenda Bill

Subject: Resolution 15-2016 A resolution to Set bank deposit requirements and thresholds.

Origin: City Administration

Prepared by: City Clerk/Treas. & Attorney

For Agenda of: September 22, 2016

Proposed Council Action:

Exhibits: DRAFT Resolution 15-2016

Approve Resolution 15-2016

INFORMATION / BACKGROUND

In recent history the State Auditor's office has recommended that any city who has chosen not to make daily banking deposit, set a deposit amount threshold triggering the need for a deposit if the total funds being held by the city exceeds a certain amount. In this case the City had resolved to waive the daily deposit requirement but had not set a threshold amount.

Basically what this means is that because we have limited staff and because we do not have a bank in Vader, the City has opted to waive the requirement set by the State to do daily bank deposits of cash and checks received by the City. Typically city staff makes regular bank deposits one time per week unless the amount of cash received and is being held is over \$1,000. In that case, the staff would make a special trip to deposit the funds into the banking institution for safe keeping.

The State Auditors have recommended setting a fixed amount as city policy. One way to set a policy is to pass a resolution. Therefore, DRAFT Resolution 15-2016 is presented to Council for approval.

FISCAL CONSIDERATION

This resolution, if approved, will require a staff member to make an extra trip to the bank (currently located in Winlock) if the amount of cash being held totals \$1,000 or more. The only cost to the city would be to pay the employee travel/mileage to the bank and back which is approximately 14 miles round trip multiplied by the mileage rate: \$0.54 totaling \$7.56 for each trip.

Historically, the city does not receive \$1,000 in cash per week, but on occasion it will. Possibly 6 times per year.

OPTIONS/MOTION

The Council may:

1. Adopt the resolution to approve the bank deposit threshold as written.

Motion: I move to approve Resolution 15-2016 a RESOLUTION OF THE CITY OF VADER, WASHINGTON, REPEALING RESOLUTION NO. 2009-11, DECLARING AN EXCEPTION UNDER RCW 43.09.240 FOR CITY OF VADER FROM THE REQUIREMENT TO MAKE DAILY BANK DEPOSITS, ESTABLISHING A POLICY FOR WHEN SUCH DEPOSITS ARE MADE, INCLUDING ESTABLISHING A BANKING DEPOSIT THRESHOLD REQUIREMENT, AND REQUIRING THE SAFEKEEPING OF FUNDS.

2. Adopt the resolution to approve the bank deposit threshold with specific changes.

Motion: I move to approve Resolution 15-2016 a RESOLUTION OF THE CITY OF VADER, WASHINGTON, REPEALING RESOLUTION NO. 2009-11, DECLARING AN EXCEPTION UNDER RCW 43.09.240 FOR CITY OF VADER FROM THE REQUIREMENT TO MAKE DAILY BANK DEPOSITS, ESTABLISHING A POLICY FOR WHEN SUCH DEPOSITS ARE MADE, INCLUDING ESTABLISHING A BANKING DEPOSIT THRESHOLD REQUIREMENT, AND REQUIRING THE SAFEKEEPING OF FUNDS **with the following changes...**

3. Not adopt the resolution to approve the bank deposit threshold and give direction to city staff.

Motion: I move not to approve Resolution 15-2016 and direct the city staff to do the following...

RECOMMENDATION

Approve Resolution 15-2016 – Bank Deposit Threshold

DRAFT

RESOLUTION NO. 15-2016

A RESOLUTION OF THE CITY OF VADER, WASHINGTON, REPEALING RESOLUTION NO. 2009-11, DECLARING AN EXCEPTION UNDER RCW 43.09.240 FOR CITY OF VADER FROM THE REQUIREMENT TO MAKE DAILY BANK DEPOSITS, ESTABLISHING A POLICY FOR WHEN SUCH DEPOSITS ARE MADE, INCLUDING ESTABLISHING A BANKING DEPOSIT THRESHOLD REQUIREMENT, AND REQUIRING THE SAFEKEEPING OF FUNDS.

WHEREAS, RCW 43.09.240 requires cities to deposit receipts into its bank account within 24 hours after receipt; and

WHEREAS, State law allows exceptions to this requirement when “such daily transfers would not be administratively practical or feasible” provided that the City “certifies that the money is held with proper safekeeping and that the entity carries out proper theft protection to reduce risk of loss of funds”; and

WHEREAS, in addition to requiring safekeeping, no exception may exceed a time period greater than one deposit per week; and

WHEREAS, the City of Vader (“City”) has no bank operating within its City limits; and

WHEREAS, the City has a very small administrative staff with only one full time and one part time employee; and

WHEREAS, the requirement to make daily bank deposits is administratively impractical due to limited City staff; and

WHEREAS, the City has a process to ensure proper safekeeping of funds between deposits; and

WHEREAS, the City is committed to ensuring that deposits are made weekly or whenever the amount held equals \$1,000, whichever is more frequent; and

WHEREAS, it is in the best interest of the City of Vader for safety and internal controls to set a dollar threshold of \$1,000 whereby, when reached, the City is required to make a deposit of funds to the banking institution of record, such deposit is in addition to the weekly deposit; **NOW, THEREFORE**

THE CITY COUNCIL OF THE CITY OF VADER, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Exception Applicable. Due to the lack of any banking institution in its borders and the small administrative staff, the City Council of the City of Vader hereby declares that the exception in state law for making daily deposit of receipts into its bank account is impractical and that the legal exception applies.

Section 2. Policy Established for Proper Safekeeping of Monies. In order to provide safekeeping of funds, the City Council hereby establishes the following policy to secure public funds:

- A. **Weekly Deposits Required.** The City of Vader shall make timely bank deposits of at least once per week unless more frequent deposits are required by this Policy. The timing of such deposits shall be at the discretion of the City Clerk/Treasurer or, in his/her absence, the Mayor. Such deposits shall be made in any case not later than the last day of the calendar week (Monday thru Friday) to be worked by the City employee responsible for making bank deposits.

- B. **Additional Daily Deposit.** In addition to the weekly deposit, a deposit shall be required on the same day, when the cumulative daily cash intake held by the City at any one time reaches or exceeds one thousand dollars (\$1,000.00).
- C. **Cumulative Cash Intake.** The cumulative cash intake is defined as the cash money received each day added together to a total sum. The additional deposit requirement in Section 2.B shall not include the Petty Cash Fund amount set by Resolution 96-06 or the Change Fund amount (cash register) set in Resolution 2001-06 as part of the cumulative daily cash intake.
- D. **Check Deposits.** Checks shall be deposited at least one time per week as directed in Section 2.A Weekly Deposits. All checks received and held for deposit must be stamped with a "For Deposit Only" stamp for the City's selected banking institution. Such checks shall be stamped promptly after receipt by the City.
- E. **Security of Funds – Loss Prevention.** The City Clerk/Treasurer shall secure all funds held by the City by keeping such funds in a secure and locked location pending deposit and shall take the measures necessary to secure such monies for safekeeping and proper theft protection to the reduce risk of loss.

RESOLVED this 22nd day of September, 2016.

APPROVED:

Mayor Kenneth Smith

ATTEST:

City Clerk/Treasurer

Cowlitz County-Lewis County Fire Protection District #20

August 29, 2016

Mayor Ken Smith
City of Vader
PO Box 189
Vader, WA 98593

RECEIVED
SEP 06 2016
CITY OF VADER

Dear Mayor Smith,

It has recently come to our attention that the City of Vader has developed its own Building Code. Assuming this was done in accordance with RCW 19.27.031, which applies to all counties and cities, in Washington, to adopt the State Building Code, which includes The International Building Code, The International Residential Code, the International Mechanical Code, Uniform Plumbing Code and the International Fire Code.

Does the newly adopted code include the adoption of the International Fire Code (IFC), as per RCW 19.27.031? In interpreting this RCW, it specifies, in Section (6), "that input from first responders to ensure that firefighter safety issues are addressed during the code adoption process". Did you have someone acting in official Fire District 20 capacity review the new building code prior to its adoption?

Additionally, RCW 19.27.110 specifies that "the County government shall enforce the IFC in the unincorporated areas, and that any fire protection district or political subdivision may assume all or a portion of the administering responsibilities or coordinate and cooperate with the county government in the enforcement of the IFC". Fire District 20 has not assumed any portion of enforcement responsibilities of the code.

Part of the IFC is to appoint a Fire Code Official to oversee that the IFC is followed. Can you advise who this person will be? In Lewis County, it is the County Fire Marshal at Lewis County Community Development. Is the City going to continue to contract with Lewis County Community Development for part of these required codes?

Lastly, we do not see that this is going to solve the problem with the Fire Investigations that fall within the municipal boundaries of the City of Vader. This Fire District does not have a Fire Investigator. We rely upon the one provided by Lewis County Community Development.

This will be addressed at our Fire Commission meeting scheduled for September 8, 2016. We would appreciate a reply to these concerns, or a representative at our meeting, to address this.

Sincerely,



Richard Underdahl, Fire Chief

"SERVING NORTH COWLITZ & SOUTH LEWIS COUNTIES"

P.O. Box 194 - Vader, WA 98593 - cowlitzlewisfd20@centurylink.net
Office (360) 295-0906 Fax (360) 295-0907

OCTOBER 2016


2017 Budget Schedule

- Oct. 3rd** Estimates & Projections
- Oct. 13th** Council Mtg. and Public Hearing on Property Taxes at 6:00pm
- Oct. 27th** Budget Workshop 5:00pm
Council Meeting 6:00pm

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NOVEMBER 2016

- Nov. 2nd** Preliminary Budget & Mayor's Message.
- Nov. 10th** Budget Workshop 5:00pm
Council Meeting 6:00pm
- Nov. 17th** Special Council Meeting & set Prop. Tax Levy 6pm
- Nov. 18th** Budget available to Public
- Nov. 24th** Cancel Council Meeting
- Prop. Taxes must be set by Nov. 30**

SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER 2016

- Dec. 1st** Special Council Meeting & Final Public Hearing 6pm
- Dec. 8th** Council Meeting 6:00pm
Adopt 2016 Budget.
- Dec. 15th** (Special Council Meeting if needed.)
- Dec. 22nd** Cancel Council Meeting
- Jan. 12th** Council Meeting 6:00pm

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