

## CITY COUNCIL WORKSHOP

August 4, 2020  
6:00 P.M.  
Minutes



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**Location:** The physical location of the Council Meeting was at the Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington. Due to the state wide stay at home order, the public was given the option to call in to the virtual Council Meeting and be able to listen to the Meeting live on the City's BlueJeans conference line.

- I. CALL TO ORDER** – Mayor Neil Johnson, Jr. called the meeting to order at 6:00 p.m.
- II. ROLL CALL:** Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Evans, Councilmember Terry Carter, Councilmember Todd Dole, Councilmember Michelle Keith, Councilmember James (Kelly) McClimans, Councilmember Dan Swatman, and Councilmember Tom Watson.

Staff members in attendance at the physical location were Administrative Services Director/City Clerk Harwood Edvalson and Deputy City Clerk Sadie Schaneman.

Staff members in virtual attendance using the City's BlueJeans conference line were City Administrator John Vodopich, Chief Financial Officer Cherie Reiersen, Human Resources Manager Jenna Richardson, Police Chief Bryan Jeter, Information Services Manager Chuck McEwen, Public Services Director Ryan Johnstone, Executive Assistant/Management Analyst Leslie Harris, and City Attorney Kathleen Haggard.

### III. AGENDA ITEMS:

- A. Presentation:** Executive Director Stacey Crnich and Board President Jenson Isham from the Bonney Lake Food Bank.

Executive Director Stacey Crnich gave a PowerPoint presentation on the Bonney Lake Food Bank accomplishments within 2019 and 2020 so far, and the items needed in order to continue occupancy at the current location. Ms. Crnich and Mr. Isham outlined project phases and goals that the Bonney Lake Food Bank are working to accomplish.

Ms. Crnich presented a couple of options on how the Bonney Lake Food Bank could accomplish the goals needed to expand and to relocate and build a new building at a location on city-owned property.

Ms. Crnich and Mr. Jenson answered questions that Councilmember Dole asked about resources and financial capabilities of the Bonney Lake Food Bank to be able to accomplish their goals if the land was donated to them.

Councilmembers discussed the cost that was paid for the land, what use options there are for the land, and if the City could donate the land. City Attorney Haggard reported that the City could donate the land or lease the land for \$1 neither of which would be considered a gift of public funds.

There was Council consensus to place the item for discussion on the next Council Workshop agenda.

**B. Council Open Discussion:**

CARES Act Grant Update. Executive Assistant/Management Analyst Harris reported there are 16 applications for the Bonney Lake COVID-19 Small Business Assistance Program and 55 applications for the COVID-19 Residential Utility Customer Grant Assistance Program that have come in and the City will continue to advertise to the public that the grants are available and how to apply.

Allan Yorke Park. Police Chief Bryan Jeter reported that there have been no problems at Allan Yorke Park and the new procedures and guidelines at the park have been a great help to maintain the safety at the park.

**C. Review Of Council Minutes:** July 21, 2020 Council Workshop and July 28, 2020 Council Meeting.

Councilmember Watson and Councilmember Carter said that they reviewed the minutes of July 21, 2020 Council Workshop and July 28, 2020 Council Meeting and had no corrections. The draft minutes were forwarded to the August 11, 2020 Meeting for approval.

**D. Discussion AB20-87 – Contingency Fund Discussion.**

Deputy Mayor Evans reported that on the MRSC website, it is reported a City's contingency fund is typically no less than 60 days or two months (about 16.5%-16.7%) of operating expenditures for the general fund and 45 days (about 12.3%) for the enterprise (utility) funds. However, this recommendation is for operating costs and does not consider impacts of debt. For cash basis entities where debt service is frequently paid from the operating funds, consideration should be given to timing of these debt payments. He reported the City only has enough in the contingency fund to cover 22 days and nothing saved for an emergency. He would like to be able to have a plan to start placing money into the fund to start building enough money to cover the City for at least 60 days of operations if needed and to have an emergency fund account.

Chief Financial Officer Reiersen explained that the City has never used the contingency fund and has only used the ending fund balance when needing to purchase a boiler. Administration cannot use any of the ending fund balance money without Council approval, so that fund could be used for emergencies. She said the ending fund balance is at about 13 million dollars. She explained how the different fund accounts can be used and the restrictions on spending any of the monies.

Councilmembers discussed the different options and how to save some money for emergencies later. Mayor Johnson explained to Council that if they want to transfer money from the ending balance fund to a reserve contingency fund in order to have the 60 days of operational costs saved in an account that is only used for emergencies, they should discuss it. He recommended for Council to discuss the options and to decide how they would like to use funds and where to have the money placed if different than the ending fund balance.

**IV. EXECUTIVE/CLOSED SESSION:** None.

**V. ADJOURNMENT:**

**At 7:23 p.m. the Meeting was adjourned by Mayor Johnson with the common consent of the City Council.**

DocuSigned by:  
*Harwood T. Edvalson*  
F46A10AD2388471  
Harwood T. Edvalson, City Clerk

DocuSigned by:  
*Neil Johnson, Jr.*  
20582F49C281400  
Neil Johnson, Jr., Mayor

Items presented to Council at the August 4, 2020 Workshop: None.

*Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.*