



**CITY OF EDGEWOOD  
COUNCIL STUDY SESSION SUMMARY**

Tues., December 18, 2018 – 7:00 PM ♦ City Hall – 2224 104<sup>th</sup> Avenue East ♦ Edgewood, WA

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**1.  CALL TO ORDER**

Mayor Eidinger called the meeting to order at 7:00pm and Councilmember Day led attendees in the Pledge of Allegiance.

**ROLL CALL**

**Present:** Mayor Daryl Eidinger, Councilmember John C. West, Councilmember Mark Creley, Councilmember Ryan Day, Deputy Mayor Tyron Christopherson, Councilmember Stephanie Hunter, Councilmember Roseanne Tomin, Councilmember Nate Lowry. **Staff Present:** Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Jeremy Metzler Public Works Director, Kristin Moerler, Senior Planner, Carol Morris, City Attorney, Police Chief Micah Lundborg.

**2. COUNCIL BUSINESS**

**A. Discussion** – Development Review

Senior Planner Kristin Moerler discussed growth management and development within the city. She noted to carry out the responsibility of the Community Development team; they perform numerous customer interactions, code interpretations, permitting functions, project reviews, on-site inspections, and multiple other functions on a daily basis. She also discussed the following:

- Number of applications received and issued for November 2018
- Inspections completed for November 2018
- Number of Inspections done by Inspectors for November 2018
- Ground Disturbing Project Activity Map
- All Applications Permit List
- Permit Activity Recap Report
- AHBL's Permit History Summary Memo
- AHBL's Front Desk Work Observations Memo and Activity (counter and phone) spreadsheet

Discussion took place on applications and timeframes. City Attorney Carol Morris asked for a brief three-minute break.

Mayor Eidinger recessed the meeting at 7:11pm

Mayor Eidinger called the meeting back to order at 7:13pm

Council ask a few clarifying questions on the reports in front of them. Discussion took place on the SmartGov portal and interaction with citizens.

**B. Discussion** – Council Strategic Planning Retreat Date

Assistant City Administrator Dave Gray discussed dates for the Special Council Strategic Planning Retreat and listed a few topics that staff thought Council would like to discuss on that day:

- Capital Projects
- Community and Economic Development

- Council 2019 Goals & Objectives
- Engagement & Training Opportunities

Discussion followed between staff and the Council on Roberts Rules and OPMA training occurring on the last meeting of January at a joint meeting for all the boards and commissions.

**Council action:** Council recommended staff to plan on January 26 at 9am for the Strategic Planning Retreat date.

**C. Discussion** – 24<sup>th</sup> St. E./Meridian Ave. E. Sidewalk Project

Public Works Director Jeremy Metzler briefed Council on the TIB grant agreement and noted he would be bringing this forward to the regular council meeting of January 8 for action.

Discussion followed between staff and the Council.

**Council action:** Council recommended staff to place on the January 8<sup>th</sup> Consent Agenda for action.

**D. Review/Discussion** – Westlaw (Computerized Legal Research Services)

City Attorney Carol Morris briefed Council on this item, which is a digital legal research library that will enable assist in her being able to perform her job.

**Council action:** Council recommended staff to place on the January 8<sup>th</sup> Consent Agenda

**E. Review/Discussion** – Edgewood Heights Phase I Sewer Easement

Public Works Director Jeremy Metzler briefed Council on this agenda item and noted the developer has recently requested final inspection of their Phase one installation, including all work completed west of 104<sup>th</sup> Ave. E. Lakehaven must deem the work substantially complete before the city can allow final building inspections and occupancy of the building served by this sewer. He stated one of the steps necessary for substantial completion is the execution of an Easement for Sewer Facilities.

Council action: Council recommended staff to place on the January 8<sup>th</sup> Consent Agenda

**F. Review/Discussion** – Comprehensive Plan Development Agreements

Community Development Director Darren Groth briefed Council on this agenda item.

Discussion took place on delaying this item and not having the public hearing scheduled for January 8 until the agreement be brought to the developers and then Council for review.

**Council action:** Council recommended staff to push back to the January 15 study session meeting

**G. Review/Discussion** – Comprehensive Plan Amendment

Community Development Director Darren Groth briefed Council on this agenda item, he noted because of the delay with the Developer Agreement, he will be pushing this item to the January 15 study session for review along with the Developer Agreement.

Discussion followed between staff and the Council.

**Council action:** Council recommended staff to move to the same public hearing date as the development agreement.

**H. Review/Discussion** – Office Manager Job Description

Community Development Director Darren Groth asked Council before he presented if the Council wanted to hear the presentation or if they were satisfied with the materials provided and if they had any questions. Council consensus was that they had a few questions, which consisted of education requirements under preferred or required in the job description, and salary comparisons.

Discussion followed between staff and the Council.

**Council action:** Council recommended staff to bring to the January 8 regular council meeting for action.

**3. OTHER COUNCIL ISSUES**

Mayor Eidinger noted the cancellation of the December 25 and January 1 meetings due to the holidays.

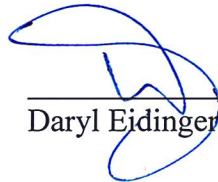
Councilmember West discussed council decorum and being respectful.

**4. ADJOURN**

Mayor Eidinger adjourned the meeting at 8:39pm.



Rachel Pitzel, City Clerk



Daryl Eidinger, Mayor