

**CALL TO ORDER:**

Mayor Shannon McKay called the workshop to order at 7:00 p.m.

**Present:** Mayor Shannon McKay; Councilmembers Kenneth Caylor, Everett Cole, Marc Spohr, Dale Wyman, and Tim Wilson.

**Also Present:** Department Heads: Curt Andrews, Debbie Kudrna, Dick Lee, Rhonda Miller; Police Lieutenant Bob Hampton; and City Administrator, Ehman Sheldon.

**Absent Was:** Councilmember Eleanor Brodahl

**POOL COMMITTEE REPORT**

Dave Anderson and Heather Franklin, co-chairpersons of the pool committee provided copies of the architectural concept of the proposed pool. It includes a 6-lane, 25-meter lap pool; zero entry; one slide; utilizes the same location, and includes remodeling the existing bathhouse. They explained that the committee will continue to meet to promote the ballot measure and are asking for donations to help with costs for a brochure, which will be mailed to all registered voters. They will organize telephone calling to voters, to help promote the issue and have worked with the swim team families to further promote the issue. Mayor McKay advised that education and promotion to the voters would be crucial.

**ADAMS COUNTY FIRE DISTRICT #5 YEARLY REPORT**

Fire Chief Clyde Fought advised that due to E.P.A. changes that will go into effect July 2006, requiring cleaner burning diesel engines, he anticipates an increase of approximately \$30,000 for new fire trucks. The City is saving funding annually to replace Ladder One, which they anticipated to cost \$500,000; with the new regulations, this may be a low estimate. Chief Fought advised that Ladder One should be replaced in 2 to 4 years. He advised they are researching other options including the purchasing of a 2-3 year old, used vehicle to replace Ladder One. Used vehicles can be obtained from larger cities that are required to increase their aerial units. ACFD No. 5 maybe able to purchase a used ladder truck and have funding to refurbish Ladder One. Chief Fought explained that Survey and Rating would give us more credit if the Department has a backup unit. He also noted that Ladder One would need to have a new pump and other essentials. Finance Officer Rhonda Miller advised that by yearend of 2006, the City will have \$350,000 saved for a new fire truck and there will be \$700,000 in the Utility Tax Fund.

Further discussion was held regarding purchasing a used fire truck and Chief Fought explained that if a used truck can be found to satisfy the community's needs, it may be wise to equip a used truck rather than purchase a new one. He also advised that the Fire Department will need to replace some air pack bottles which cost approximately \$750 per bottle, noting there are approximately 12 bottles that will need to be replaced soon. Chief Fought noted that the City still has a Class 5 rating and to obtain a Class 4 rating would require a full-time Department. He also stated that purchasing a used truck would not affect our rating if it passes the pump tests.

**ESTABLISH A POLICY FOR SETTING A FEE FOR COUNCIL PACKETS**

City Clerk Debbie Kudrna explained that her department currently prepares 23 Council packets and provides 2-3 packets for the public at the Council meetings. Staff e-mails the draft minutes and agendas to several agencies and citizens at no charge, the agendas and approved minutes are posted on the City's website and in the City Hall lobby. She explained that we received a request, from a citizen, to mail them a complete Council packet and Mrs. Kudrna provided four options for them to consider: get one of the free Council packets that we have available at the Council meetings; review a Council packet prior to the meeting and/or request copies of the items that they want; receive the agendas and draft minutes by e-mail, or obtain a complete Council packet by completing a public disclosure form, and we would charge photo copy and postage costs. She advised that neighboring cities seem to be doing the same process as Othello. She asked Council if they wanted to change the process or set an annual fee for the Council packets. Ms. Kudrna advised that the average cost for mailing a packet for a regular council meeting is

\$7.18 and for a workshop packet is \$4.50; an estimated cost of \$19.00 per month. The Clerk recommended that we continue to charge the established photo copying and postage fees for Council packets, to encourage citizens to review a complete packet prior to the meeting, and/or request copies of only the pages needed. She also advised that the Council could establish an annual cost for Council packets.

Council's direction was to continue our current practices and invoice for copies requested and postage if mailed out. They directed the Clerk's Department to continue making the 2-3 Council packets for the citizens to be available at the meetings and asked that we inform the public that they are available.

#### **CHANGES TO SHARED LEAVE PROGRAM**

City Administrator Ehman Sheldon advised that the Shared Leave Program was adopted by ordinance in 1997 as a one-year pilot program. Staff has reviewed the program provisions and he asked the Council if they wanted to continue the shared leave program. He explained that the program allows employees to transfer accumulated vacation and sick leave to employees who have used all of their own accrued leave for their long-term illness or some other catastrophe. Mr. Sheldon reviewed what other cities allow for transferring shared leave and suggested changes within our existing program. He noted that there were minor changes to the program, including the elimination of the provision that it is a pilot program. He also explained how the shared leave is calculated from one employee's rate to the receiving employee. Mr. Sheldon advised that if the Council would like to continue with the Shared Leave Program, staff would prepare an appropriate ordinance. He stated that Mayor McKay has requested that the probationary period be changed from six months to one year, which will also be reflected within the program provisions.

The Finance Officer advised that employees accumulate eight hours per month for sick leave and two weeks of vacation for the first five years of employment; then they would accrue one additional day for each additional year up to four weeks per year. There is a maximum accrual of 200 hours of vacation time and 960 hours of sick time. Mr. Sheldon advised that the Shared Leave Program has been used by four employees and in his opinion has not been abused. He recommended that we continue the program, allowing use of vacation and sick leave as shared leave and eliminate the pilot program provisions and leave the entire program in the Personnel Policy.

The Finance Officer explained that upon retirement, an employee would receive 25% of their sick leave and other than that, a departing employee would not receive pay out of their accrued sick time, but they do receive all accrued vacation and comp time. Mr. Sheldon advised that the City should be cognizant of the accrued sick and vacation time of their employees, known as an unfunded liability. Council's consensus was to proceed with the changes as described.

#### **FUTURE PARK EXPANSION**

Public Works Director Dick Lee advised that the park issue is being discussed because the City is in the process of updating the Comprehensive Plan. He advised that our current park space is adequate for family use; however, the parks do not meet the demands for athletic uses, noting that the community also utilizes the school areas and Taggares Park in the County. City Engineers Anderson Perry estimates a cost of \$150,000 to \$200,000 to build an unlighted sports field, excluding the cost to purchase the land. Mr. Lee advised that the City collects a park mitigation fee of \$250 per residential building permit and we have only accumulated \$20,500 in revenue since it's inception in 2001, and when Othello has doubled its residential units, we would have collected \$450,000 in park mitigation fees. Mr. Lee advised that the Public Works Department would not be able to maintain the level of service with the current resources that is currently provided if the park system was expanded. He reported that approximately 80% of the parks labor is currently performed by Coyote Ridge. He cautioned that the City could not rely on a continued work crew program because it could be terminated within 30 days upon request of either party. He mentioned that the City has land that could be used for future park and recreational opportunities.

Mr. Lee recommended that the Council maintain the existing level of parks, which currently is 6.12 acres per 1000 people and review this again in the 2012 Comprehensive Plan. Our current total park area inside the City limits is 43.1 acres. There was further discussion about the demands on the parks for athletic purposes. Mr. Lee advised that Othello might have less park space than other communities, although we're not far off. Councilmember Spohr asked what the implications are having Kiwanis Park recognized as a passive park. Mr. Lee advised Kiwanis Park is used for unorganized soccer games and the tennis courts are also being used. Mr. Sheldon advised that Council could define "Passive Park," however they want and that passive parks are typically used for events other than sports.

Mr. Lee reviewed the monthly costs to operate the lights for field 3 and 4 at Lions Park, and reported that the City only collected \$80 in revenues in 2005 for use of the lights. He offered Council to consider increasing the fee for the ball field lights. He also reported that the City collected \$1,585 in revenues in park shelter fees. Councilmember Wilson asked if the electrical system can be modified to light certain fields, noting when there are soccer games there are three ball fields lit. Mr. Lee advised that there are separate switches for each field and they are going to change them to turn off automatically. Councilmember Spohr stated that he would advise the soccer coaches that they don't need the two ballfield lights on. Mr. Lee mentioned they could change the configuration of the ballfield electrical box.

Councilmember Cole advised that Kiwanis Park was built to be a passive park and sports played without coaches or family games should be acceptable. Councilmember Spohr mentioned he has received some comments about soccer games in Kiwanis Park. Councilmember Cole advised that the Council was asked to change the designation of Kiwanis Park several years ago and no action was taken. Finance Officer Rhonda Miller advised that the Park was created with a Federal Grant with specific uses for the Park attached to the grant provisions, with the grant provisions being indefinite.

Councilmember Spohr asked if Public Works would evaluate the soccer field because of the continued use during the soggy weather. Mr. Lee advised that they would roll the field to help the turf. Mr. Sheldon advised that the City could restrict play if it becomes a safety or hazardous condition or is deteriorating. He stated that the soccer league has said they are willing to pay for the use of the ball field lights.

#### **ON STREET PARKING, STORAGE OF VEHICLES – COUNCILMEMBER SPOHR**

Councilmember Spohr reviewed a proposed vehicle parking and storage list. He stated that he has no concern with cars parked upon the streets and would like the Council to ban storage of vehicles on the streets. Councilmember Spohr reviewed the proposed front yard and back yard parking regulations. Comments about corner lots were deferred to a later date. Mr. Sheldon reviewed current provisions of parking junk vehicles on the streets and noted that storage of vehicles like Councilmember Spohr has offered is not defined in our codes. Mayor McKay stated that it makes sense to consider the proposal because there are ordinances restricting parking motor homes and boats. Mr. Sheldon advised that staff will be addressing vacant lots, code enforcement, and the issues that Councilmember Spohr is proposing are not currently in ordinance form. Councilmember Caylor questioned not allowing vehicles stored in back yards to be hooked up to electricity, noting that people plug in motor homes for several reasons. He was concerned of the set back requirements of vehicles stored in back yards and the driveway restrictions from projected intersections. Councilmember Caylor mentioned that he does agree with restricting storage of vehicles on streets. Councilmember Wyman advised that visitors can stay in motor homes, after informing the Police Department, but cannot use them as dwellings. He agreed with the proposal of restricting vehicles parked or stored closer than 5 feet from the curb. Mayor McKay stated that the City should implement some provisions regarding storage of vehicles on the streets and restrict vehicles parked upon front yards. Mr. Lee advised that street parking issues would continue to be enforced by the Police Department. Councilmember Spohr mentioned that the vehicle parking and storage issue could be implemented in a series of steps,

with his first priority being vehicles stored on streets. Mr. Lee advised that he hopes to have all curbs painted yellow, restricting parking. Councilmember Spohr mentioned there are also parking/turn lane issues around schools.

#### **PLANNING COMMISSION CANDIDATES**

Mayor McKay reported we have advertised the Planning Commission vacancy and Rex Robbins would like to be considered for that position.

#### **COUNCIL VACANCY – COUNCIL DISCUSSION**

Mayor McKay advised that there is a vacancy on the City Council, due to Kenneth Johnson's resignation, effective January 1<sup>st</sup> and they have 90 days to fill the position. He advised that anyone interested in the Council position should contact City Hall.

#### **UNFINISHED BUSINESS**

Mayor McKay reviewed the 2006 Community and Council Committee list and asked the Councilmembers to consider the vacancies. The following is a list of the new appointments agreed to:

Adams County Fire District #5 City/County Committee: Councilmember Spohr

Adams County Mosquito Control Board: Councilmember Cole; two-year term

Adams County Solid Waste Advisory Committee: Councilmember Wyman

Auditing Committee: Councilmember Wyman and Councilmember Brodahl will be asked if she wants to continue as the alternate or be moved to one of the three Council committee members

Judicial Committee: Mayor McKay and the Police Chief

Lodging Tax Advisory Committee: The Best Western Lincoln Inn manager will be asked if she will agree to be appointed

Union Negotiating Committee: Mayor McKay, Councilmembers Cole and Caylor and the Police Chief

Mayor McKay advised that he still needs to appoint a Council representative to the Adams County LEOFF Board and he will consider the position on the Civil Service Commission and the Othello Housing Authority that both expire this year.

#### **NEW BUSINESS**

Councilmember Spohr advised that some citizens have questioned the barricades in front of the truck parking on Main Street. He explained that they understand the intent of them but there are some concerns of aesthetics. He also has received some inquiries of why there wasn't a sidewalk at the location. Councilmember Spohr also explained that Shopper newspapers are being distributed randomly and some citizens want them to stop delivering them. Mr. Sheldon advised that the City could not prohibit the distribution of publications like the Shopper, referring to First Amendment rights. He did note that property owners could request the publishers to discontinue delivering the paper in writing. If they continue to deliver the paper after a written request is sent, the Police Department can cite them for littering. Mayor McKay advised that the barricades were set on the property on Main Street to stop the trucks from driving over the curbs. There is also an apartment complex on Main Street that poles were installed adjacent to the sidewalk to stop the violation. Mr. Sheldon advised that the trucks that do not have the property owners name on them could be cited for trespassing. He also explained that the property owner was to install a sidewalk two years ago and had received relief of that from the Council and there are now discussions of the sidewalk issue with the property owner and his attorney.

Councilmember Spohr mentioned his concern of cars backed up at the drive-in Pharmacy on 1<sup>st</sup> Avenue. Mr. Sheldon advised the Police Department would be advised of this. Councilmember Caylor has received complaints of alleys not graded, noting the one between 1<sup>st</sup> and Broadway Avenues. Mr. Lee advised that it's on his list. Mayor McKay advised he has received complaints of the carnival equipment parked in Akins parking lot and asked staff to address that. Councilmember Caylor asked that the garbage company pick up the garbage that they scatter

when dumping containers and driving the streets. He asked if that could be included in the contract.

**ADJOURNMENT**

With no further items to discuss, Mayor McKay adjourned the workshop at 8:55 p.m.

By: \_\_\_\_\_  
SHANNON MCKAY, Mayor

ATTEST:

By: \_\_\_\_\_  
DEBBIE L. KUDRNA, City Clerk