



MINUTES

City Council Regular Meeting

6:30 PM – Monday, February 12, 2018

Council Chambers, City Hall – 500 E Main St

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Logan called the meeting of the Othello City Council to order at 6:31 p.m. and led a silent invocation and the Pledge of Allegiance.

ROLL CALL

Councilmembers Present:

Eugene Bain

Corey Everett

Angel Garza

Larry McCourtie

John Lallas

Mark Snyder

Councilmembers Absent:

Genna Dorow

MOVED BY ANGEL GARZA, SECONDED BY JOHN LALLAS, COUNCIL EXCUSE
ABSENT COUNCILMEMBER GENNA DOROW. CARRIED.

ADMINISTRATIVE STAFF PRESENT

Shawn Logan, Mayor

Wade Farris, City Administrator

Rebecca P. Ozuna, City Clerk

Spencer Williams, Finance Officer

Terry Clements, Public Works Director

Anne Henning, Community Development Director

Phil Schenck, Police Chief

CITIZEN INPUT

Lynette Caruthers, 830 Skylark Way, expressed her appreciation and gratitude to Council for their continued support and gave a brief update on the progress for the Beautification Committee with regards to how many lights they have and possibly plan to buy, where they plan to place them, and funds received from a private citizen, Dean Kisler, in the amount of \$30,000. Ms. Caruthers also mentioned the Banners and Blooms

event coming up on Friday May 4th. The Council and Mayor gave thanks to the Beautification Committee for all their work and dedication and for the Christmas Lights that they put up during the season.

APPROVAL OF AGENDA

Council carried a motion to approve the agenda. M/S Garza/Bain

CONSENT AGENDA

- A. Approval of City Council Minutes of January 22, 2018
- B. Approval of City Council Workshop Minutes of February 5, 2018
- C. Approval of Payroll and Related Checks
- D. Approval of Accounts Payable Checks
- E. BIAS Software Contract

Accounts Payable was audited and certified by the Auditing Officer, as required by RCW 42.24.080; and those expense reimbursement claims certified and as required by RCW 42.24.090, have been recorded on a listing that has been reviewed by the Council audit committee and is available to the Council.

Accounts Payable Check No. 49241 to No. 49320 in the amount of \$190,080.41.

Payroll and Related Expenses Check No. 30855 to No. 30883 in the amount of \$371,024.55.

Council carried a motion to approve the Consent Agenda, as presented. M/S McCourtie/Lallas

CURRENT BUSINESS

DISPATCH AGREEMENT WITH ADAMS COUNTY FIRE DISTRICT #5

Police Chief Schenck reported that an agreement has been negotiated with Adams County Fire District 5 for dispatch services. The proposed agreement is a 5-year agreement with 2% annual increase which has been included in the 2018 budget. Staff recommended the Council accept the agreement and authorize the Mayor to sign the contract.

Council made a motion to ACCEPT THE CONTRACT AND AUTHORIZE THE MAYOR TO SIGN THE CONTRACT. M/S Lallas/McCourtie

ADAMS COUNTY FIRE DISTRICT #5 – FIRE PROTECTION SERVICES CONTRACT

City Administrator Wade Farris informed Council that the contract between Othello and the Fire District is up for renewal and the district has proposed several changes to the current contract including increasing the cost. Mr. Farris mentioned that the increase of in cost does impact the budget however the costs has already been included in this year's budget and will be considered in future years. Staff recommended the approval of the contract.

Councilmember Everett inquired about the verbiage in Appendix A where it states that Adams County Fire District will only hire one position. Fire Chief Lebacken and Jay Weise responded that per appendix A, they plan to train a current person to become a fire investigator or continue education with current staff. Councilmember Lallas asked if there is currently a fire investigator and was answered that the Fire Chief and Assistant Chief are trained as fire investigators. There was some discussion between ACFD #5 Fire Chief Gary Lebacken, Jay Wiese and the Council with regards to services being provided, hiring people, time frame of the hire, the requirements of a fire fighter, the decrease of volunteer over the years and hydrant testing.

Council made a motion to APPROVE THE NEW CONTRACT BETWEEN THE CITY OF OTHELLO AND ADAMS COUNTY FIRE DISTRICT #5 FOR FIRE PROTECTION SERVICES. M/S Bain/Lallas

CONTRACT BETWEEN CITY OF OTHELLO AND MEG VAN SCHOORL FROM GORDON THOMAS HONEYWELL FOR PROJECT DEVELOPMENT SERVICES

Mayor Shawn Logan reminded the Council that Meg was present at the last meeting and she presented the Council with her qualifications and what she can bring to the City. Councilmember Lallas wanted to clarify what was said at the last meeting and written in the minutes that Meg stated that if there was project not able to be accomplished that she would take another project in its place for the same amount and it was confirmed by City Administrator Wade Farris and Mayor Logan that she stated she would. Councilmember Everett asked where the funds to pay Meg salary would come from as most of the work she will be doing is focused on parks and there is a parks fund that can be used and stated that the general fund should not be used. City Administrator responded that the City is on track to receive a \$50,000 grant for a feasibility study for the Farmers Market which usually include admin cost and that would cover her cost. Finance Officer Spencer Williams went over the different options that can be considered to determine where the monies for Ms. Van Schoorl's salary can come from.

Councilmember Bain stated he would like to know more definite where the funds would come instead of waiting. Councilmember Snyder stated that he would like for Meg to do more infrastructure projects due to her knowledge and contacts and was responded by City Administrator that there was a discussion with Meg and Varela to where they can work together on some projects if the occasion arises.

Council made a motion to APPROVE THE CONTRACT BETWEEN CITY OF OTHELLO AND MEG VAN SCHOORL FROM GORDON THOMAS HONEYWELL FOR PROJECT DEVELOPMENT SERVICES. M/S Lallas/Garza.

DISPATCH CONSOLE PROPOSAL FROM ADAMS COUNTY

Police Chief Schenck reminded Council that during budget they had asked that \$100,000 be set aside for the dispatch console upgrade knowing that the current console is at end of life but due to budget it was pushed off because other items would not be able to be funded with a large portion being taken out for this.

Police Chief Schenck stated that through discussions with Jay Weise from Adams County the County has put together a proposal that will help both entities. Chief Schenck gave brief overview of the proposal with regards to the extent of the project for both the City and County, how much it would cost the City over the next 5 years, the replacement of maintenance that is being paid on the current equipment, the extended maintenance after the equipment is paid off, and replacement fee already included. Police Chief Schenck mentioned that recently he met with Mr. Wiese and he indicated that the county is prepared to move forward with replacing their consoles and recognize that we did not budget for this expense this year and are willing to help carry the City until 2019 due to the fact the replacement benefits both Adams County and the City of Othello. Police Chief Schenck mentioned that this would help with the fire and ambulance dispatching and if the City was in consensus then a contract would be drawn up which would obligate the City to pay the amounts presented.

Mayor Logan commented that this not updated the Othello consoles but also updates also the Sheriff's and Court Houses and was responded that the point of this is to upgrade all at the same time so that they are all compatible and interoperable. Councilmember Lallas mentioned that the Chief stated they had a red zone item on the budget for replacement of radios and asked if this will negate it and Police Chief answered that the \$100,000 red zone item that they had was to basically get this process started because they knew about how much it would cost, additionally they have portable radios that need to get on a replacement cycle in which they are trying to replace about 5 a year for the next couple years and also the actual base station that is upstairs and will need to be replaced next year to the tune of \$16,000.

Police Chief stated that these costs will have to happen and if we wait and the County go ahead then we will have to deal with trying to connect with them later which will add costs and we are saving money in the amount of about \$70,000 because we are using HGAC which is an agreement the City has to purchase items we need. Jay Weise from Adams County stated that the numbers presented are not set and can change somewhat because they do not actually have an agreement with Motorola and the agreement with the City needs to be done first before they make the agreement with Motorola.

Mr. Weise also gave a brief statement about the other contract regarding maintenance and how long it can carry out with Motorola, the urgency of the contract due to their equipment beginning to fail and how important it is to update both systems as they are currently connected and if we do not proceed then the connectivity will be severed as they will be on a different network then the Police Department which can be somewhat of an issue to reestablish at a later date. Mr. Weise also commented that the new system will be all updated and digital to where as there is some part of the system that is still analog. Discussion was held with Police Chief Schenck, Jay Weise and council with regards to the budget for 2018 and future allocations, bid requirement, who would carry the contract with Motorola, the amount each entity would pay, the lifespan of the equipment, the capabilities of the system and the possibility of selling our current console to help recover the costs.

Council gave their consensus for the Othello Police Department to put together an agreement with Adams County for dispatch console.

PROBATION OFFICER PROPOSAL FROM ADAMS COUNTY

Police Chief Schenck reported that the City of Othello and Adams County have been discussing the costs of criminal justice for the Othello District Court for several years and last year the City and County agreed that they would like to partner in hiring a district court probation officer. This item was on the budget last year however it was removed early in the process. Police Chief gave a brief description of where the person would work primarily, how they would work and mentioned the estimated start up and annual cost would be approximately \$100,000 gross and the City and County have agreed this should be split equally in which the City's portion would be up to \$50,000 of actual net costs however the county is proposing that we pay up to \$25,000 in 2018 to get this position started and this amount would increase to \$50,000 of net costs in 2019 and following years.

Councilmember Snyder commented that over 6 years ago, Adams County was the only county in the state that did not have a probation officer and inquired if that was still true today and was answered that it is still that way today. Police Chief commented the cost will possibly be reduced by the amount of funds paid by the defendant when they meet with the probation officer and we won't know what this reduction is until we see the results of the first year. Councilmember Lallas stated that he would like for Finance Officer Spencer Williams to review the budget and determine where the funds are going to come from to fund this position. Councilmember Everett inquired about where this person is going to work both the County and the City and was responded that yes, the person would work for both and more than likely they would be centralized in Othello.

ADAMS COUNTY PET RESCUE CONTRACT

Police Chief Schenck mentioned that the City has negotiated an agreement with Adams County Pet Rescue (ACPR) for animal control services which has been drafted and approved by the City Attorney. The new contract states that ACPR will provide approximately half-time animal control services as well as sheltering and will cost the City of Othello an additional \$22,000 per year. Also mentioned in the contract is that ACPR will issue dog licenses and retain those fees as well. Police Chief Schenck also commented that the fees will be paid quarterly for the services and provide the uniform, equipment and training for the animal control officer for the first year.

Chief Schenck stated that the approval of this contract is necessary to move forward with the full-time code enforcement position and recommends staff to approve the contract and authorize the Mayor sign the contract.

Council made a motion to APPROVE THE ADAMS COUNTY PET RESCUE CONTRACT. M/S Lallas/Everett.

CODE ENFORCEMENT MOA

Police Chief Schenck reported that the Othello Animal Control/Code Enforcement Officer job duties have been modified to make the position a fulltime code enforcement position and have made this is a mandatory subject of bargaining. Chief Schenck mentioned that a salary study was completed with similar sized cities showing the need for an increase which then this MOA increases the position salary making it possible for us to modify the position responsibilities. The MOA has been negotiated and accepted by Teamsters and the modified position will be filled by the existing employee. Chief Schenck also commented that the annual increase of \$4,300 has already been approved in the 2018 budget.

Council made a motion to APPROVE THE MOA M/S. McCourtie/Everett

ORDINANCE AMENDING OMC CHAPTER 2.04 TITLED “COUNCIL MEETINGS”

City Clerk Rebecca Ozuna reminded Council that at the last meeting the Mayor and Council discussed changing the first monthly meeting from a workshop meeting to a regular meeting and presented Council with an ordinance that amends OMC chapter 2.04 to reflect the update. Councilmember Bain inquired about legal counsel present at the first meeting and was answered that it would continue to be the same as we currently are with a meeting with Kelly prior to determining if he is to attend or not and he will also be available by phone.

Council made a motion to ADOPT THE ORDINANCE AMENDING OTHELLO MUNICIPAL CODE CHAPTER 2.04 TITLED ‘COUNCIL MEETINGS’ M/S Snyder/Garza

SAND HILL ESTATES FINAL PLAT

Councilmember Angel Garza recused himself from the discussion and voting due to conflict of interest. Community Development Director Anne Henning informed Council that Sand Hill Estates Plat is a 30-lot residential subdivision fronting Olympia Avenue from 7th Avenue to 14th Avenue. The Othello Hearing Examiner approved the preliminary plat September 13, 2017, and the City Council approved a Development Agreement October 9, 2017. Ms. Henning noted the delay between when the final plat drawing was submitted, and the Council’s review is due to complications with the cost of improvements and the requirement for a subdivision performance bond before the final plat can be processed and the bond was received via fax February 1, 2018. With the bond, building permits can be issued and lots sold; however, no Certificate of Occupancy can be issued until the streets and utilities are completed and accepted.

Ms. Henning mentioned that per OMC 16.17.140(f)(2), the Council must find that the final plat conforms to all terms of preliminary plat approval, the requirements of RCW 58.17 (Plats—Subdivisions—Dedications), other applicable state laws, and any other requirements where were in effect at the time of preliminary plat approval. She also mentioned the following comments were received and will need to be addressed before the plat is recorded. These comments should be attached as conditions of approval of the final plat:

- Adams County Fire District 5 letter dated 12-4-17

- East Columbia Basin Irrigation District letter dated 12-6-17
- Cascade Natural Gas red-line drawing showing easements needed
- Community Development review comments on drawing received 11-7-17

Ms. Henning recommended the City Council approve the final plat, conditional on addressing the comments of the four agencies listed above. Councilmember Lallas inquired what the final determination of width was for Olympia St and Ms. Henning she is not sure as she does not have the construction drawings then Mr. Garza responded it is 42ft. Councilmember Lallas also inquired if Mr. Garza will be doing the all the sidewalk and turns and Mr. Garza answered he will be doing all the ones on 9th, 11th, and 13th all the way south.

Council made a motion to APPROVE THE FINAL PLAT, SUBJECT TO THE ABOVE CONDITIONS, AND AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE PLAT MYLARS FOR RECORDING. M/S Bain/Lallas

Councilmember Angel Garza rejoined council after vote.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

City Administrator Wade Farris reminded Council of the Annual Chamber of Commerce Banquet on Friday February 23rd at Bethel Assembly of God Church. Social hour starts at 5:00 p.m. and the program starts at 6:00 p.m.

ADJOURNMENT

With no further items to discuss, Mayor Logan adjourned the Council meeting at 7:51 p.m.

By: _____
SHAWN LOGAN, Mayor

ATTEST:

By: _____
REBECCA P. OZUNA, City Clerk