

City of Othello
Regular Council Meeting
June 26, 2017

CALL TO ORDER:

Mayor Shawn Logan called the meeting to order at 6:30 p.m. and led a silent invocation and the Pledge of Allegiance.

Present: Mayor Shawn Logan; Councilmembers: Genna Dorow, Corey Everett, Angel Garza, John Lallas, and Mark Snyder.

Also Present: City Administrator Wade Farris; Department Heads: Police Chief Phil Schenck, Deputy City Clerk Rebecca P. Ozuna and Finance Officer Spencer Williams

Absent: Councilmembers Larry McCourtie and Eugene Bain

Council carried a motion to approve the absence of Councilmembers Larry McCourtie and Eugene Bain. M/S Dorow/Garza

CITIZEN INPUT

There was none.

APPROVAL OF AGENDA

Council carried a motion to approve the agenda. M/S Snyder/Dorow

CONSENT AGENDA:

- A. Approval of City Workshop Minutes of June 5, 2017
- B. Approval of Special City Council Meeting Minutes of June 12, 2017
- C. Approval of City Council Minutes of June 12, 2017
- D. Approval of Accounts Payable Checks
- E. Resolution to Release Retainage to William Emfinger Construction, Inc.
- F. Acceptance of the Skatepark Brick Project

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. 48286 to No. 48337 in the amount of \$137,702.21.

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

INTERFUND LOAN POLICY

Finance Officer Spencer Williams mentioned that a few weeks ago the City had discussed an interfund loan option to pay for part of the 14th Avenue project change order which is going to be around \$300,000. Mr. Williams commented we are expecting to get that money in however it is not known if it will be this year or the next and the Street fund would need to borrow the money from the Sewer fund for an amount of time to be later determined. He suggested that a policy be established to set the ground work for this action and will guide the City through the process. Mr. Williams mentioned that the policy follows the State Auditors guidelines with the BARS manual, gave a brief overview of the policy and recommended the Council approve this policy to provide guidelines for interfund loans.

Council carried a motion to APPROVE THE INTERFUND LOAN POLICY. M/S Lallas/Dorow

1st AVE RECONSTRUCUTION - PHASE 2

City Engineer Kurt Holland reported the Public Works Committee met last week and reviewed the costs and some of the changes that have occurred in the TIB (Transportation Investment Board) leadership. He mentioned that there was a lot of discussion about "putting your streets on a diet", sharper radiiuses, bulb-outs, and even discussions about road cross-sections and materials. All this was mentioned because the City is currently going out for bid for the 1st Avenue Project and

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there were scope items outside that they would pay for in the project design and have broken up the project into four schedules.

- Schedule A: TIB funded storm, street and sidewalk elements of the 1st Avenue Improvement Project.
- Schedule B: TIB funded water related elements of the project. Sometimes existing utility infrastructure needs to be relocated to fit the new ADA Ramp geometry – fire hydrants, utility poles are often problematic in these intersections. TIB will pay for these non-transportation related items.
- Schedule C: Storm, street and sidewalk elements TIB will not fund. Includes increase radiiuses for the ADA ramps to allow the trucks to make the corners without driving over the sidewalk and also the road-cross sections.

Mr. Holland mentioned that during the 1st phase of the 1st Ave Project the City went to a presentation on a fiber mesh that is put into the asphalt to give it increased strength and the product was tried during phase 1, which he commented seems to be holding up pretty well. The costs for this were added to the TIB application however with the new leadership they have pulled support of sandwiched geo textiles and asphalt or fiber mesh. Due to this decision, the staff and Public Works Committee have talked and have decided to continue with the fiber mesh which will then add \$60,000 to the responsibility the City will have to pay for out of the Street Fund.

- Schedule D: Water related items the TIB will not reimburse for.

Councilmember Lallas gave a brief review at the meeting and indicated that there are various things that the TIB will not pay for which total \$148,000 and \$60,000 of that is for the fiber mesh on 1st Ave. Finance Officer Spencer Williams provided and discussed a spreadsheet showing the different recent projects, future projects being considered along with funding options which shows where the funds can be taken from to cover the costs. There was further discussion between council and staff regarding the overlay of Pine St.

APPROVAL OF THE CITY'S PUBLIC RECORDS POLICY

Deputy City Clerk Rebecca P. Ozuna commented that back in May 2017 the Governor signed House Bill 1594 relating to improving public records administration and amending several RCW's. Ms. Ozuna mentioned that some of the major changes that HB 1594 did were: amended the definition of a public record, require training for records officers on issues of retention; production and disclosure of electronic records; create a grant program within the Office of the Secretary of State for local governments to improve their public records management systems; establishes a program within the Office of the Attorney General and the State Archives to consult with local governments on public records best practices; provide for \$1 document recording fee (County Auditor) to fund the consultation and grant programs; update the process for asking a requestor to clarify a request; require agencies to maintain a log of each records request and require agencies with actual budgeted public records costs over \$100,000 to report to the Joint Legislative Audit and review Committee.

Ms. Ozuna commented that the City already follows most of the requirements in HB 1594, except the City has amended the policy for the following: providing the City's website address and link to a specific record request, if we have it posted; if the requestor fails to respond to our request for them to clarify their request and the entire request is unclear, the city does not need to respond to it and we will notify them that we are closing the request. Otherwise, we will respond to those portions of the request that are clear; the exemption of records held by volunteers who are not appointed by the Mayor or Council; deny "bot" or robot generated public disclosure requests and the updating of our exemption provisions. Ms. Ozuna recommended that Council approve the updated Public Records Policy.

Council carried a motion to APPROVE THE UPDATED PUBLIC RECORDS POLICY. M/S Dorow/Garza

SELECTION OF COMMUNITY DEVELOPMENT DIRECTOR

City Administrator Wade Farris reported that after several months of searching for candidates they narrowed it down to three candidates and held interviews a few weeks ago. Mr. Farris mentioned that they have made a choice for Community Development Director which was a hard decision between the two top candidates. Ms. Anne Henning is the new Community Development Director and her official start date is July 7th however had a pre-planned vacation which then means she will be starting July 13th. Mayor Logan appointed Ms. Henning as the new Community Development Director with the approval of the Council.

Council carried a motion to APPOINT MS. ANNE HENNING AS THE NEW COMMUNITY DEVELOPMENT DIRECTOR. M/S Dorow/Lallas

City Administrator Wade Farris also commented that Ms. Teddy Wallace-Hardcastle which was the #2 choice also has a broad and extensive background in grant writing. Mr. Farris reported that he and the Mayor have been in conversations with Ms. Wallace-Hardcastle to bring her on as the City's grant writer and are still in negotiations as to price and terms of the position. Mayor Logan gave some additional background on Ms. Wallace-Hardcastle in regards to the various projects she has worked on and her accomplishments. Mr. Farris updated Council on the search for a City engineer and mentioned that they have gathered three really good candidates and hopes to start interviews in the middle of July.

RELAY FOR LIFE RESOLUTION AND FACILITY USE AGREEMENT

Park and Recreation Coordinator Amy Hurlbut commented that since the last meeting she and the director, Diana Longoria, of the event have sat down and gone over the logistics which were a concern for both parties. Some of the concerns that were discussed were the walking path which has been determined will be inside the perimeter of team's booth and illuminated by the booth also there will be an auxiliary path that will be located in the tennis courts. Amy commented that there will also be other sporting events held at all facilities of the park for example, kickball in F1 at the ball fields, movie at shelter 1 in the middle of the night for the kids, Zumba in Hockey rink and 3 on 3 at basketball courts.

Ms. Hurlbut mentioned that in the resolution she specifically addressed the use of stakes for tents, also how fire pits should be placed 6" off the ground and there staff will be in charge of making sure the ambers are disposed of properly, along with overnight staying in the park.

Councilmember Lallas asked if this is the first time that Relay for Life has used the park and Ms. Hurlbut answered that this is the first time and hopefully last time they will be using the park. The only reason they are using the park is because the high school football field is closed for the summer due to their turf project. Councilmember Lallas asked if the school ever charged Relay for Life to use the field because we are going to charge them \$200 and Ms. Hurlbut commented that she did not know if they have or not. There was a brief discussion of donating the \$200 to the American Cancer Society from the City however it was commented that each person can individually but not as a City due to the gifting requirements as a City.

Councilmember Everett asked what was the difference from waving the fee for the Seahawks event and waving the fee for Relay for Life? Councilmember Lallas made the motion to approve the resolution to use Lion Park by the American Cancer Society provided that the City does not charge a fee. The motion was not seconded. Mayor Logan cautioned the Council about the motion including the waving of the fee without setting some kind of policy in place. The Council, Mayor and staff had a discussion about the use of parks by non-profits, waving the fee for the organizations and the work that goes into maintain the parks and cleaning the park for their events.

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Council carried a motion to APPROVE THE RESOLUTION AUTHORIZING THE USE OF LIONS PARK BY THE AMERICAN CANCER SOCIETY. M/S Lallas/Dorow. This shall be known as Resolution No. 2017-15.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Mayor Logan asked Council if they wanted to cancel the July 3rd Workshop meeting due to the next day being 4th of July.

Council carried a motion to CANCEL THE JULY 3RD WORKSHOP MEETING. M/S Garza/Dorow

ADJOURNMENT

With no further items to discuss, Mayor Logan adjourned the Council meeting at 7:15 p.m.

By: _____
SHAWN LOGAN, Mayor

ATTEST:

By: _____
REBECCA P. OZUNA, Deputy City Clerk