

City of Othello
Regular City Council Meeting
October 8th, 2001

Mayor Kelley called the meeting to order at 7:00 p.m. Members present were: Leonard Lyon, Eleanor Brodahl, Les Clemons, Everett Cole, Don Derifield, Jeannie Ochoa, and Kenneth Johnson. Also present were: Debbie Kudrna, Curt Andrews, Rhonda Miller, and Reuel Klempel, City Department Heads; Bill Shaw, City Administrator; and James Whitaker, City Attorney.

APPROVAL OF AGENDA

Council carried a motion to approve the agenda as presented. M/S Clemons/Derifield.

CONSENT AGENDA

- A. Approval of Minutes of September 24, 2001.
- B. Approval of Payroll and Related Expenses for September 2001.
- C. Approval of Warrants for September 2001.
- D. Set Public Hearing on 2002 Revenue Sources for October 22nd, 2001.

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

Expense Claim Check No. 23851 to No. 23979 in the amount of \$558,369.20.
Payroll Check No. 14823 to No. 14950 in the amount of \$167,157.23.

Council carried a motion to approve the consent agenda as presented. M/S Ochoa/Cole. Council member Lyon abstained from voting on the portion of the bills, due to a payment to A & L Supply.

REQUEST TO ANNEX - ROBERTS PROPERTY

City Planner, Curt Andrews reported that Mr. Roberts has verbally requested to table the annexation request at this time.

City Attorney, James Whitaker gave direction to the council regarding discontinuance of the annexation process and voiding the petition. He explained that if this process was discontinued and the petition to annex voided, the fees paid by Roberts would be nonrefundable. If they would begin this process again, new fees would be due and payable at the time of the new request. Mr. Shaw reported that the city was able to obtain and file with the County Auditors the easement for Cemetery Road signed by the Othello School District. He noted that the city has not received an easement for Cemetery Road from the Roberts nor from the Hamptons.

Council member, Derifield made a motion to discontinue the annexation process and void the request to annex filed by Curtis and Sue Ann Roberts. Seconded by Council member, Clemons. Ayes: Council members Derifield, Clemons, and Lyon. Opposed: Council members Johnson, Ochoa, Brodahl, and Cole. Council member, Johnson stated that he felt the council should table this request until a written request to discontinue the annexation process is received from the Roberts.

Council carried a motion to table any further action on the annexation request filed by Curtis and Sue Ann Roberts for an additional two weeks. M/S Cole/Johnson.

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**PUBLIC HEARING ON THE ORDINANCE TO ESTABLISH THE COVENTRY HOUSE
PLANNED DEVELOPMENT DISTRICT – PUBLIC ANNOUNCEMENT TO CONTINUE TO
OCTOBER 22, 2001 MEETING**

City Administrator, Bill Shaw explained that representatives of the Coventry House Planned Development District have been informed of the necessary documents needed from them to continue the development process and plat process for the Coventry House Planned Development District. Currently, the city has not received enough of the required information from the developer to continue any further discussion in a formal council meeting.

Council carried a motion to continue the public hearing on the ordinance to establish the Coventry House Planned Development District to their regular meeting scheduled for October 22nd, 2001. M/S Ochoa/Lyon.

**DISCUSSION ON THE COVENTRY HOUSE PRELIMINARY PLAT – PUBLIC
ANNOUNCEMENT TO CONTINUE THIS TO OCTOBER 22nd, 2001**

City Administrator, Bill Shaw explained that representatives of the Coventry House Planned Development District have been informed of the necessary documents needed from them to continue the development process and plat process for the Coventry House Planned Development District. Currently, the city has not received enough of the required information from the developer to continue any further discussion in a formal council meeting.

Council carried a motion to continue the discussion on the Coventry House Preliminary Plat to their regular meeting scheduled for October 22nd, 2001 meeting. M/S Ochoa/Clemons.

CALL FOR TOURISM FUNDING APPLICATION FOR 2002

The City Clerk reported that requests for applications for tourism funding for next year have already been requested. She had prepared a press release and the application for funding for the city council to review.

Council's consensus was to announce that tourism funding applications will be accepted for the year 2002 up through Monday, October 29th, 2001 5:00 p.m. at City Hall.

**CALL FOR PROPOSALS FOR JANITORIAL SERVICES FOR THE CITY HALL/POLICE
DEPARTMENT BUILDING**

City Council was provided a copy of the ad and proposal packet prepared by the City Clerk for janitorial services for the building.

Council carried a motion to call for proposals for janitorial services for the City Hall/Police Department building with proposals to be received up to November 9th, 2001 5:00 p.m. M/S Cole/Clemons.

AWARD ELM STREET WATER LINE PROJECT

City Administrator, Bill Shaw reviewed the Elm Street Water Line Project with the council. He noted that it includes a new water main line, service lines and replacements of some meter boxes and meters, if needed.

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The following bids were received for the Elm Street Water Line Project:

• Venture Construction, Inc.	Bid Price:	\$22,520.00
	Tax:	<u>\$1,711.52</u>
	Total Estimated Price:	\$24,231.52
• Hollenbeck Excavation, Inc.	Bid Price:	\$35,047.34
	Tax:	<u>\$2,663.60</u>
	Total Estimated Price:	\$37,710.94

Mr. Shaw reported that this does not include reconstruction of the street, which will be performed outside of this contract. He noted that this project's completion date is set for November 9th, 2001.

Council carried a motion to award the public works small works project for the Elm Street Water Line Project to Venture Construction, Inc. in the total estimated price of \$24,231.52. M/S Clemons/Ochoa.

AWARD MCFARLAND WATER LINE PROJECT

City Administrator, Bill Shaw reviewed this public works small works project noting that it includes extension of the 10-inch water main from 10th Avenue south past McFarland Junior High and includes a 12-inch water main extending east to 14th Avenue. It also includes 3 fire hydrants, which will be paid by the Othello Housing Authority. He did note some concerns of rock excavation in the area of the project, noting that this may be a difficult area for trenching but noted that public works staff will be inspecting the progression of the excavation during the project. Mr. Shaw explained that the city would want to review the cost of the project when completed in order to have an understanding of the total project cost. Staff would then present an ordinance with provisions of repayment by the Othello School District and by Devin and Darin Michels and Oletis Michels. He explained that these property owners have been provided prior notice that the council will be considering a repayment of this project, if and when their properties benefit from the new water lines. Mr. Andrews noted that this water line project does not fix the low pressure in the two existing hydrants but provides for additional fire hydrants in the Oasis Apartment area. The two bids received for this project were:

• Venture Construction, Inc.	Bid Price:	\$47,300.00
	Tax:	<u>\$3,594.80</u>
	Total Estimated Price:	\$50,894.80
• Hollenbeck Excavation, Inc.	Bid Price:	\$55,372.04
	Tax:	<u>\$4,208.28</u>
	Total Estimated Price:	\$59,580.32

Council carried a motion to award the public works small works project for the McFarland Water Line Project to Venture Construction, Inc. in the total estimated price of \$50,894.80. M/S Clemons/Cole.

STORM WATER PLAN

Curt Andrews reviewed the Storm Water Project with council, noting that the city has already purchased the containment pond, which is located north of Highway 26. The ditch that runs parallel to Broadway Avenue has been installed, which allows drainage into the containment pond. The next step in the storm water project is to call for bids for the piping to be installed from the area south of Main Street and west of Railroad Avenue, which will connect to the recently installed ditch. Mr. Andrews held a discussion with the council regarding storm water collection in the Columbia Street area. He explained that there is an area that sits north of Burger King and east of the Cenex building, which seems to collect the storm water drain off from the areas north and northeast of that property. Since the existing platted parcels have been accepted by the city as having sufficient infrastructure, we would only be able to collect repayment of the cost of a storm water collection system from the properties that are unplattd. He suggested that the staff be allowed to further research a piping system that would run parallel with Highway 26, under First Avenue, and west towards the containment pond. There is an existing pipe system from Broadway west to the pond that could be used temporarily but would eventually need to be replaced. Mr. Andrews explained that the storm water issue has to be dealt with prior to building Columbia Street and prior to platting additional property in the that area. He asked council to give some direction, whether they felt the city should be the lead agency in the storm water project, with there being opportunities for charging back to the property owners who will benefit from the improvements or as discussed later by City Attorney, James Whitaker the possibility of creating a storm water utility. This process would allow the city to include a monthly charge on the existing utility bills to the properties that benefit from the storm water project.

It was council's consensus that it is appropriate for the city to be the lead agency of the storm water project with the first phase being a pipe that will run parallel to Highway 26 from the Columbia Street area to the existing pipe system west at Broadway. They encouraged staff to continue to advise all property owners who will benefit or be affected by this storm water project.

Mr. Andrews suggested that the piping system be oversized to accommodate future growth in this area, and explained that the land and water in this area drains to the southwest so it will benefit future development in all undeveloped property in the area. Mr. Andrews reported that the Planning Commission will be having a public hearing to discuss a proposed change of zoning in this area. The Planning Commission will be discussing the pros and cons of some zone changes in this area from Commercial to Residential. Mr. Andrews noted that in order to receive grant funding, for the storm water project, such as a Public Works Trust Fund, an approved storm water plan would need to be developed.

Council's consensus was to direct staff to continue with the planning of the storm water project, and advising all affected property owners that will benefit from this infrastructure.

UNFINISHED BUSINESS

Mr. Shaw presented a draft advertisement for the City Administrator position, which included a salary of \$60,000.00 to \$65,000.00 depending on qualifications. This salary was discussed and it was council's directive to change the salary in the advertisement to \$55,000.00 to \$65,000.00 depending on qualifications. There was also some discussion regarding the paragraph, "must be able to hear, speak and see, walk, stand, sit. E.O.E."

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It was council's decision to include in the job description the provision that the new City Administrator must have the ability to perform on-site, public works project inspections. Therefore, it would be necessary to include the above stated requirements.

A council member asked if the Clerk's request for a new position, entitled Deputy Clerk could be discussed. Mayor Kelley asked that this be deferred to the next council meeting to be discussed with other budget requests.

ADJOURNMENT

With no further business to discuss, Mayor Kelley adjourned the council meeting at 8:05 p.m.

E R KELLEY, Mayor

ATTEST:

DEBBIE L KUDRNA, City Clerk