

**CALL TO ORDER:**

Mayor Shawn Logan called the workshop to order at 7:00 p.m. and Councilmember Bain led an invocation and the Pledge of Allegiance.

**Present:** Mayor Shawn Logan; Councilmembers: Eugene Bain, Corey Everett, Genna Dorow, Angel Garza, Kenneth Johnson, John Lallas, and Mark Snyder.  
**Also Present:** City Administrator Wade Farris; Department Heads: Public Works Director Terry Clements, Police Chief Phil Schenck, Finance Officer Spencer Williams, and City Clerk Debbie Kudrna.

Mayor Logan asked if everyone could hear. Everyone in the audience acknowledged “yes”.

**CITIZEN INPUT**

Michael Crosier, 625 N. 11<sup>th</sup> Avenue, showed his copy of the record drawing of the alley between Main Street and Hemlock Street, which was included in the 2010 Main Street project. He stated that the record drawing does not meet the criteria described in the State and WSDOT laws and regulations. He said there is no professional engineer’s stamp on the copy; no signature on the professional engineer’s stamp; no registration number on the stamp. He said that the catch basin and drainage system in the alley is undersized by a factor of 200. He noted that this drawing was provided to the City 3 years after the project completion. They also received a document from City Engineer Larry Julius that went to Ehman Sheldon that asked him if he wanted to comply with the Americans Disability Act in the Main Street project. Mr. Crosier said that Mr. Sheldon replied “no, he did not want to comply”. He said when you limit people’s access to public facilities by not providing those ADA constructions; you limit their civil rights and their ability to participate in public activities. He would like to have a proper copy of the record drawing.

**THIRD QUARTER REPORT FROM ADAMS COUNTY FIRE DISTRICT 5**

Fire Chief Gary Lebacken provided a copy of the minutes from the second bi-annual meeting between the Fire District and the City Fire Council and a summary of fire incidents, business inspections and staff trainings that have occurred within the City of Othello during the third quarter of 2014. He noted that false alarms are the largest percentage of their responses and the number of residential and commercial alarms are about equal. Equipment pump testing was conducted and there were two write ups on the oldest City aerial truck. They will fix the noted issues and the equipment is still in service. They have 27 firefighters on their roster and are actively recruiting. He briefed the Council on the firefighter training academy and courses.

**PUBLIC RECORDS REVIEW**

City Clerk Debbie Kudrna advised that in 1972 the Washington State voters adopted an Initiative and those statutes are now codified in RCW Chapter 42.56. She noted that we strictly follow the provisions of RCW 42.56 when we receive a public records request. She explained that she is the City’s public records officer and Lois Weise of the Othello Police Department receives and processes public records requests for the Police Department. She explained the process when a public records request is received.

The City Clerk advised that as of October 29, 2014, we received 138 public records requests. Approximately 70% of our public records requests have been filed by two citizens of our community in 2014. Staff has documented that in 2013 our employee time was calculated at approximately \$3,600 for 42 public records requests and staff has documented more than \$26,000 has been spent on public records requests up to September 30, 2014.

She explained that by an established WAC, we are not allowed to ask what the intent of any public records requests are; however, we are allowed to ask for further clarification of their requests. She advised that we cannot assume what record they may be asking for. She explained that if there is a public records request within a large document, the requestor should indicate that there is a public records request. She said that staff spends hours reviewing emails to determine if a public records request is included in the communications that we receive.

The Clerk stated that Rebecca Perez, Lois Weise and her are members of Washington Association of Public Records Officers (WAPRO). The goal of WAPRO is to provide education and share best practices from public records officials.

The Clerk advised that she is currently reviewing emails between the past City Administrator and staff members. The 21,168 emails are being reviewed for exemptions and redactions. We estimate that will take staff approximately 350 hours for review. We had advised the requestor that it may take 90-180 days for us to respond to this request and we may need to extend that completion date. The Clerk explained how to comprehend the public records tracking report.

#### **BUDGET DISCUSSIONS**

Finance Officer Spencer Williams advised that the council budget committees have discussed each department's budget. He reviewed the funding sources and also provided the red zone requests (capital requests). Mr. Williams reviewed the following 2015 budget areas: Special Revenue Fund, Water Fund, Sewer Fund, Solid Waste Fund, and Debt Service Fund.

Council's consensus was to approve the plotter/copy/scanner; approve the 2015 water line improvements, and approve the alley approach program. Councilmember Snyder asked whether the city could pay off the bonds from the reserve funds and save on the interest fees. Mr. Snyder asked how much the City could save if we paid these off early. The Finance Officer explained that he has looked into refinancing the bonds and found it's not a possibility to refinance the bonds. He also stated that he will research calculations if we paid the bonds off early.

Mr. Williams noted that the other budgetary funds will be reviewed at the November 10<sup>th</sup> meeting.

#### **UNFINISHED BUSINESS**

Councilmember Johnson noted that it seems we have a roundabout planned for 14<sup>th</sup> Avenue. He is concerned of pedestrians near roundabouts. He requested that Council discuss this further. Mr. Farris stated that staff has discussed this with the city engineers and a planned roundabout and pedestrian walks can be planned to mitigate dangers to pedestrians. Mr. Farris was advised that a traffic light will cost more than a roundabout and another option to consider would be a 4-way stop. He explained that with the potential of the amount of traffic on S. 14<sup>th</sup> Avenue, staff needs to discuss options for calming the vehicular traffic. Mayor Logan stated that he is concerned with the cost of a roundabout and encouraged an open discussion about the options for the traffic on S. 14<sup>th</sup> Avenue. Mr. Clements mentioned that routine maintenance is a concern for traffic lights. Councilmember Johnson asked for traffic counts of 14<sup>th</sup> Avenue after Scooteny Street is improved up to 14<sup>th</sup> Avenue.

#### **ADJOURNMENT**

With no further items to discuss, Mayor Logan adjourned the Workshop at 8:13 p.m.

By: \_\_\_\_\_  
SHAWN LOGAN, Mayor

ATTEST:

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