

CALL TO ORDER:

Mayor Tim Wilson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Present: Mayor Tim Wilson; Councilmembers: Ken Caylor, Dan Dever, Genna Dorow, Charles Garcia, Kenneth Johnson, Mark Snyder, and Marc Spohr.

Also Present: Department Heads: Finance Officer Mike Bailey, Public Works Supervisor Terry Clements, Police Chief Steven Dunnagan, City Clerk Debbie Kudrna; and City Attorney Katherine Kenison.

APPROVAL OF AGENDA

Council carried a motion to approve the agenda. M/S Dever/Johnson.

CONSENT AGENDA:

- A. Approval of City Council Minutes of October 24, 2011
- B. Approval of City Council Workshop Minutes of November 7, 2011
- C. Approval of Accounts Payable Checks
- D. Approval of Payroll and Related Expenses
- E. Set Public Hearing on the 2012 Budget for November 28, 2011
- F. Resolution to Release Retainage for the Well #5 Rehabilitation Project
- G. Resolution to Release Retainage for the Columbia Street Storm Sewer Project
- H. Resolution to Release Retainage for the Lions and Kiwanis Park Lighting Improvements

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 Checks No. 40403 to No. 40472 in the amount of \$193,564.79.

Payroll Check No. 27493 to No. 27531 in the amount of \$269,050.81.

Council carried a motion to approve the Consent Agenda as presented. M/S Caylor/Dever.

REVIEW OF THE HOTEL/MOTEL FUND REQUESTS – TOURISM FUND

Finance Officer Mike Bailey advised that Council has requested that all tourism funding requests be presented to the Council for discussion. He advised that by using the adopted formula for distribution of tourism funding, we would maintain the \$40,000 minimum balance. The following is a list of the requests for funding and the staff recommendations:

	<u>2012 Request</u>	<u>Staff Recommendation</u>
1946 Caboose Project	\$ 2,000	\$ 1,882
Adams County Fair	\$ 5,500	\$ 4,940
American Fiesta Amistad	\$ 3,950	\$ 3,758
Coulee Corridor Project	\$ 1,300	\$ 1,300
Greater Othello Chamber	\$20,000	\$14,276
Othello All City Classic Cars	\$ 1,835	\$ 1,835
Othello Community Museum	\$ 1,059	\$ 766
Othello Rodeo Assoc.	\$ 8,000	\$ 5,459
Othello Sandhill Crane Festival	\$15,000	\$10,152
The Old Hotel	<u>\$ 7,140</u>	<u>\$ 2,776</u>
	\$65,784	\$47,144

Finance Officer Bailey advised that the funding appropriations for tourism funding would be included within the submittal of the final budget.

PRELIMINARY BUDGET DISCUSSIONS

Finance Officer Mike Bailey reviewed the various funds allowing the Council to discuss particular line items. They reviewed the General Fund and he reported that we are budgeting 2.5% salary CPI and 50% of the medical benefit increase, to be paid by the City. Councilmember Johnson recommended appropriating \$50,000 in the attorney line item. City Attorney Kenison advised that she had decided to maintain the current rate for the upcoming year; however, it may increase in the future. Mayor Wilson requested \$10,000 for firework and have the City be in charge of the fireworks display. Finance Officer Mike Bailey advised there are representatives from the organizations that have requested tourism funding in the audience and asked if they could have an opportunity to speak. Comments were given by representatives of the Othello Rodeo Association and The Old Hotel Art Gallery. Police Chief Dunnagan explained that he is requesting funding for an entry level officer to add an extra position to help with coverage when officers retire or resign. There was discussion about the Fire Department's request for a new SUV command vehicle. Finance Officer Bailey advised we have approximately \$81,000 appropriated in a reserve fund for a quick attack unit. Fire Chief Lebacken advised there would be additional costs to equip the SUV that would be paid by the County. It was Council's consensus to appropriate the \$32,000 for a SUV out of the Fire Department reserve fund and continue saving for a quick attack unit. There was discussion about whether a park and recreation director could also be the pool manager and more discussion about responsibilities of a new park and recreation director. There was discussion on the park and recreation capital expenditure requests. It was agreed to pay for the Public Works service truck out of the utility tax fund. Finance Officer Bailey said the estimated ending balance in the utility tax fund is approximately \$721,000. The Council decided to not budget for the Chamber of Commerce recreation supervisor request. Councilmember Caylor suggested that we research options for replacement of the ball field dirt and they appropriated \$20,000 for this project. Shawn Logan suggested that a committee be formed with the City, Port District, School District, and the Chamber to work on the development of a community center. Council's consensus was to continue to appropriate \$100,000 from the general fund towards a community center.

Mayor Wilson called for a 10 minutes break at 7:35 p.m. and reconvened the meeting at 7:45 p.m.

Finance Officer Bailey reviewed the street fund and capital requests and Council made decisions on the capital requests. Public Works Supervisor Terry Clements reported that the City's portion of the 14th Avenue improvements would be approximately \$850,000. The Council decided to fund the street overlays from the utility tax fund. They also agreed to fund \$10,000 for the Beautification Committee.

Finance Officer Bailey reviewed the water fund and capital requests and Council made decisions on the capital requests. Terry Clements reported that Well #6 cannot supply Simplot and McCain Foods water needs. Finance Officer Bailey advised that he will assure that our minimum fund balances are met. They reviewed the sewer fund; solid waste fund; reserve funds; debt service funds and special revenue funds and made decisions on the capital requests. Council's consensus was to allocate \$50,000 from the gas utility fund into a reserve fund for pursuing natural gas to our area.

Mayor Wilson called for a 5 minute break at 9:11 p.m. and reconvened the meeting at 9:17 p.m.

PUBLIC HEARING ON THE 2012-2017 CAPITAL FACILITY PLAN

Mayor Wilson opened the public hearing at 9:18 p.m. Finance Officer Mike Bailey gave a report on the preliminary capital facility plan for 2012-2017. Mayor Wilson asked for public comments. There was none. Mayor Wilson asked for Council comments. Councilmember Johnson asked that \$850,000 for the improvements for S. 14th Avenue be added to the plan figures. Mayor Wilson closed the public hearing at 9:22 p.m.

ORDINANCE TO ADOPT THE 2012-2017 CAPITAL FACILITY PLAN

Council carried a motion to adopt AN ORDINANCE ADOPTING A SIX-YEAR CAPITAL FACILITY PLAN FOR 2012-2017. M/S Snyder/Dever. This shall be known as Ordinance No. 1351.

PROCLAMATION – NATIONAL HOSPICE AND PALLIATIVE CARE MONTH

Mayor Wilson read the Proclamation into the record.

NEW BUSINESS

Councilmember Caylor announced that a new Coulee Corridor sign has been installed on Hwy 17, north of SR 26.

Mayor Wilson made the following announcements:

- The City is taking donations of new or gently-used youth hats, scarves and gloves to be hung on the City Hall Christmas tree. All of the items collected will be donated to the Othello Community Christmas basket program. He asked the Council to bring donations to the November 28 Council meeting
- Lifeline Screening will be available for health screenings tomorrow, Tuesday, Nov. 15 all day in the Council Chambers. Pre-registration is required.
- The City offices will be closed for the Thanksgiving holiday on Thursday and Friday, November 24 – 25.

ADJOURNMENT

With no further items to discuss, Mayor Wilson adjourned the Council meeting at 9:29 p.m.

By: _____
TIM WILSON, Mayor

ATTEST:

By: _____
DEBBIE L. KUDRNA, City Clerk