

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: Eugene Bain, Genna Dorow, Corey Everett, Angel Garza, Larry McCourtie, John Lallas, and Mark Snyder.

Also Present: City Administrator Wade Farris; Department Heads: Public Works Director Terry Clements, Police Chief Phil Schenck, Community Development Director Travis Goddard, City Clerk Debbie Kudrna, Finance Officer Spencer Williams and City Attorney Kelly Konkright.

CITIZEN INPUT

Othello School District Asst. Superintendent Genna Bullis advised that the School District is in the process of purchasing land for the purpose of developing schools and play fields in the city. They have been advised that they will need to rezone the property and they are working on that process. Mayor Logan thanked the School District for their cooperation during the 14th Avenue street project.

APPROVAL OF AGENDA

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

CONSENT AGENDA:

- A. Approval of City Council Minutes of November 14, 2016
- B. Approval of Accounts Payable Checks

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. 47412 to No. 47450 in the amount of \$140,876.14.
Accounts Payable Check No. 47452 to No. 47452 in the amount of \$811,387.41. (47451 was voided)
Accounts Payable Check No. 5367 to No. 5370 in the amount of \$951.97.

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

LIBRARY PARKING JOINT USE AGREEMENT

Community Development Director Travis Goddard advised that the property owner of 39 N. 1st Avenue would like to secure an agreement to share parking in the parking lot north of the library. The property owner has a potential tenant who would like to open a sandwich shop, which is a permitted use in a C-1 zone. Parking is required for all new development and the building in question has limited parking. There are approximately four to six on-street parking but there is no guarantee that those will always be available for the proposed sandwich shop.

In an effort to secure parking, the applicant could request a joint-parking agreement with the property owner to the north. However, since the parking lot is not developed to city standards, significant investment would be needed. The applicant is requesting the City Council consider a joint parking agreement with the property owner in order for their customers to use the City parking lot north of the library.

Mr. Goddard advised that the use of a joint parking agreement with the City is a viable option. The agreement could be structured to allow for business patrons to use the parking lot without earmarking certain spaces for the business. There also appears to be enough capacity on the lot for about 24 cars. Mr. Goddard said that he visited the site several times and has found 2- 6 cars in the parking lot, which is a good indicator of typical use. Public Works advised that there are other businesses that use the library parking lot for free.

City Attorney Konkright recommended a formal agreement be created to include maintenance, liability and indemnification clauses. We would have to communicate with the other users of the parking lot and work out the particulars of other agreements.

Council's direction was that the new business owner should talk to the owner north to find out if they will improve an area for a parking lot for their occupants. They also suggested striping the city parking lot and include entry and exit designations. They also directed staff to contact the other businesses who use the lot and advise we are considering contractual agreements for use of the parking lot.

FIRE DEPARTMENT REPORT

Fire Chief Lebacken and Fire District Chairman Jay Weise reviewed the annual carry over paid to them from the City, which is deposited into an unreserved fund. They reviewed the monthly volunteer firefighter alarm attendance for 2016. Chief Lebacken advised they have 21 volunteers; however, they would like to have 30 volunteers. They average 9 firefighters responding per call. They reviewed a spreadsheet that indicates how many hours each volunteer has trained for various essential trainings. There was a discussion about their training requirements. They reviewed the Adams County Fire District 5 levy rates; wages for paid personnel, and the proposed budget for the Fire District. There was a discussion about future use of their reserve funds, including purchasing equipment and land and building maintenance costs. Mr. Weise asked for more input from the City and then they respectfully withdrew their request for additional funding of \$42,000. Mayor Logan asked the council committee to meet several times with the Fire District to get a better understanding and get more information. Mr. Weise asked that the committee attend the January 10th board meeting and also arrange a schedule of meetings for next year. He thanked Travis Goddard for his assistance with compiling some of the data. Chief Lebacken advised that he is looking forward to working with the City.

ANNUAL BIAS SOFTWARE CONTRACT

Finance Officer Spencer Williams explained that we use the BIAS Software for the general ledger, budgeting, receipting, utilities, accounts payable, permitting and payroll. Bias has always been responsive to our requests and they update their software to keep current with the law, our needs and provide training to our staff. Councilmember Lallas asked if we would propose a longer term contract with BIAS.

Council carried a motion to enter into an agreement with BIAS software for 2017 services. M/S Lallas/Dorow.

TOURISM BUDGET REVIEW

Finance Officer Spencer Williams explained that tourism funding is restricted by State law to be used to promote tourism into the community. The Lodging Tax Advisory Committee (LTAC) reviewed the requests for funding for next year. He explained the policy that Council has adopted relevant to allocations. Mr. Williams introduced Jenn Stevenson, member of the LTAC. They presented their recommendations for tourism funding:

The Old Hotel/1946 Caboose Project	\$ 5,000
Adams County Fair	\$ 5,087
Coulee Corridor Project	\$ 985
Greater Othello Chamber	\$11,129
Othello All City Classic Cars	\$ 2,308
Othello Community Museum	\$ 650
Othello Rodeo Association	\$ 7,600
Othello Sandhill Crane Festival	\$ 8,276
Othello Rod & Gun Club	\$ 600

2017 BUDGET DISCUSSION

Finance Officer Spencer Williams explained that they could include the \$42,000 with the \$60,000 in the fire reserve. He stated that the Council has already reviewed the capital requests as presented by the departments. Public Works is still waiting for an estimate for lights for the skatepark; however, there is \$25,000 appropriated for the lights. Mr. Williams briefly reviewed the capital requests. Mayor Logan suggested that we utilize the \$42,000 for a new heating/cooling system for the City Hall/Police Department building. There was a discussion about the design of the HVAC system and how it does not work properly in Eastern Washington. Mr. Williams suggested we leave the \$42,000 in the general fund and get some real quotes on the HVAC to discuss.

PUBLIC HEARING ON THE 2017 PRELIMINARY BUDGET

Mayor Logan opened the public hearing at 7:45 p.m. Finance Officer Spencer Williams stated there are a lot of projects scheduled for next year. We are operating with money at our disposal and we are aggressively requesting grant funding from other agencies.

Mayor Logan asked for public testimony in support of the proposal. There was none.

Mayor Logan asked for public testimony from those neutral to the proposal. There was none.

Mayor Logan asked for public testimony from those in opposition of the proposal. There was none.

Mayor Logan asked for Council comments. Councilmember Snyder suggested we include additional funding for the fire department, since the city is growing. Council agreed to adding the \$42,000 to the fire department reserve (with the original \$60,000). There was more discussion about the City Hall HVAC system and Mr. Clements advised it will be approximately \$80,000 to replace the system.

Mayor Logan closed the public hearing at 7:57 p.m.

PUBLIC HEARING ON THE 2017 CAPITAL FACILITY PLAN

Mayor Logan opened the public hearing at 7:57 p.m. Finance Officer Spencer Williams advised the Council will consider the budget ordinances at the next meeting. He reviewed the Capital Facilities plan for 2017-2022 for capital projects with estimated costs and proposed methods of financing. He suggested that we include the City Hall HVAC system for \$80,000 on the list for 2018. Councilmember Bain advised that in 2022, we will have to purchase a new firetruck and it could cost \$570,000 or more. Council agreed to increase the annual allocation for a fire truck to \$80,000. Mr. Williams suggested that we have a series of meetings next year to review the Capital Facility Plan.

Mayor Logan asked for public testimony in support of the proposal. There was none.

Mayor Logan asked for public testimony from those neutral to the proposal. There was none.

Mayor Logan asked for public testimony from those in opposition of the proposal. There was none.

Mayor Logan closed the public testimony and asked for Council comments. Councilmember Snyder suggested that we include South Broadway improvements in the street fund.

Mayor Logan closed the public hearing at 8:14 p.m.

ORDINANCE CREATING OMC 11.70 TITLED "STREET AND PARK TREES"

Parks and Recreation Coordinator Amy Hurlbut explained that one of the requirements for Tree City USA is to implement a tree ordinance. In conjunction with amendments to OMC 14.57, this proposed ordinance will satisfy all of the requirements for an approved Tree City USA ordinance. She explained that this ordinance only regulates plantings on city property, city right-of-way or easements. It does not mandate trees planted on private property. Attorney Konkright clarified that a tree can be prohibited on private property if there's a city easement upon private property.

Council carried a motion to adopt the "Street and Park Trees" ordinance. M/S Dorow/McCourtie.
This shall be known as Ordinance No. 1482.

UNFINISHED BUSINESS

Councilmember Snyder stated there is a payment of approximately \$85,000 to the 14th Avenue contractor for traffic control, noting we had the road closed. He thought that cost was originated when we planned to have only one-half of 14th Avenue closed and traffic could still drive through. Mr. Clements advised that they still had to provide traffic control and he will have to discuss this with our engineers.

NEW BUSINESS

Terry Clements announced that the City has been approved for a TIB funding for S. 1st Avenue improvements for approximately \$920,000.

Mayor Logan made the following announcements:

- The Transportation Benefit District Board will meet on Monday, December 5, 2016 at 6:15 p.m. to consider adopting the TBD 2017 Budget.
- The Council will consider budget ordinances at the December 5, 2016 City Council workshop.
- We are collecting children hats, gloves and scarves to be included in the Christmas Basket project. Drop off your collections at City Hall.
- Council also received department head reports.

ADJOURNMENT

With no further items to discuss, Mayor Logan adjourned the Council meeting at 8:23 p.m.

By: _____
SHAWN LOGAN, Mayor

ATTEST:

By: _____
DEBBIE KUDRNA, City Clerk