



MINUTES

City Council Regular Meeting

6:30 PM – Monday, August 27, 2018

Council Chambers, City Hall – 500 E Main St

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Logan called the meeting of the Othello City Council to order at 6:32 pm and led a silent invocation and the Pledge of Allegiance.

ROLL CALL

Councilmembers Present:

Eugene Bain
Genna Dorow
Corey Everett
Angel Garza
Larry McCourtie
John Lallas
Mark Snyder

Councilmembers Absent:

ADMINISTRATIVE STAFF PRESENT

Shawn Logan, Mayor
Rebecca P. Ozuna, City Clerk
Spencer Williams, Finance Officer
Terry Clements, Public Works Director
Anne Henning, Community Development Director
Phil Schenck, Police Chief

CITIZEN INPUT

There was none.

APPROVAL OF AGENDA

Council carried a motion to approve the agenda. M/S Everett/McCourtie

CONSENT AGENDA

A. Approval of City Council Minutes of August 13, 2018

B. Approval of Account 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. 50091 to No. 50135 in the amount of \$304,157.53.

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

CURRENT BUSINESS

ORDINANCE AMENDING OTHELLO MUNICIPAL CODE CHAPTER 17.61 TITLED "OFF-STREET PARKING"

Community Development Director Anne Henning reminded Council that they held a public hearing on Monday August 13 and the draft ordinance presented has been amended based on the feedback received as well as the most recent Planning Commission meeting on August 20.

Following is a summary of the significant changes from the August 13 draft:

1. 17.61.010(b) proposes to allow gravel parking when the street is not paved. This section was further modified to include a mechanism to require parking lot paving when the street is paved.
2. 17.61.010(d) increases all parking spaces from 8.5'x18' to 9'x20', as discussed Aug. 13. Rather than increase the size of parking spaces accessed from an alley, as discussed by the Council, the Planning Commission recommended that an 8' to 10' setback be required for alley parking.
3. 17.61.020(17) Schools: Parking requirements for school auditoriums was increased, as was parking for a high school, to address students driving themselves to school. This has been modified since the previous draft to require parking for a high school auditorium or total students, whichever is more, since parking would not be needed for both uses at the same time.
4. 17.61.060(1) Parking lot stormwater was clarified to allow the possibility of connecting to the City system, as directed by Council.
5. There was some discussion about when the hard surfacing and stormwater provisions of 17.61.060 would be triggered for a modification to a site. This could be covered in the applicability statement in 17.61.010, which previously addressed any remodeling. Therefore, a provision was added, setting a threshold of remodeling that would trigger compliance. This threshold for parking compliance was not discussed with the Planning Commission, but is the same threshold that the Commission has been discussing for compliance with landscaping.

Ms. Henning also mentioned the verbiage in the code that refers to when parking would be triggered for development or remodel at site as it was not properly addressed in the ordinance

as it has been re-written. Ms. Henning stated that the ordinance previously stated that “during any remodel” and now the verbiage has been changed, which was previously discussed with the Planning Commission, to state “Remodel, alteration, or repair of an existing building where the cost of the remodel, alteration, or repair exceeds twenty-five percent of the existing assessed value of the structure”. There was more discussion between Council and staff as to when parking lots would need to be paved, the parking space in the alleys and recommendations from the Planning Commission, parking lots at the high schools, and connection to the stormwater.

Council made a motion to ADOPT THE ORDINANCE AMENDING OTHELLO MUNICIPAL CODE CHAPTER 17.61 TITLED “OFF-STREET PARKING”. M/S Dorow/Everett. This shall be known as Ordinance No. 1517

ORDINANCE AMENDING OTHELLO MUNICIPAL CODE SECTION 14.58.030 TITLED “SIGN REGULATIONS”

Community Development Director Anne Henning mentioned that after the Council adopted the amendments to the Sign code, OMC 14.58, Code Publishing found an inconsistency that needed to be addressed: 14.58.030(b) read “A sign type that is listed “A” in the following table is allowed to be displayed...” However, the column for A (Allowed), E (Exempt), and P (Prohibited) had purposely been deleted from the table. As revised, only the allowed sign types were listed in the table. Ms. Henning states that the statement about being listed “A” in the table no longer made sense and while this seems a simple error, this correction needed to be brought back to Council for approval. Ms. Henning also mentioned that while editing the ordinance to make the above correction, staff found a few other errors that should be corrected at the same time, including punctuation, capitalization, a missing “or”, and a duplicated “a”.

Council made a motion to ADOPT THE ORDINANCE AMENDING OTHELLO MUNICIPAL CODE SECTION 14.58.030, SIGN REGULATIONS. M/S Bain/Garza. This shall be known as Ordinance No. 1518

FACILITY USE AGREEMENT AND RESOLUTION FOR CBHA COLOR RUN

Park and Recreation Coordinator Amy Hurlbut mentioned that before the Council is a new facility use agreement between the City of Othello and Columbia Basin Health Association (CBHA). Ms. Hurlbut revealed that this year CBHA decided to host the health fair on their own property since it allows for them to be able to hold it there and this year CBHA is planning their first annual Color Run “Run for a Cause”. She explained that the Color Run is some kind of marathon, that will be a 3K this year, where the participants will be stopping at designated areas along the way and be blasted colors in where each stop will have a different color so that way at the end the participant will be full of color signifying that they stopped at each one.

Ms. Hurlbut continued to explain the route of the run and the details of the facility use agreement. Ms. Hurlbut also commented that the Parks and Recreation staff worked with the Public Works director and well as the Police Chief to ensure the safety of participants,

volunteers, and property/assets along with taking a conservative look at safety and impact on the citizens and developed a safe and manageable route with the help of CBHA staff. The cost is \$10 per participant which will be collected during pre-registration as well as day of registration, in which all the proceeds will go to this year's cause to raise awareness of childhood conditions that affect families here in the Columbia Basin.

Council made a motion to APPROVE THE RESOLUTION AUTHORIZING USE OF CITY PROPERTY FOR THE COLUMBIA BASIN HEALTH ASSOCIATION RUN FOR A CAUSE ON SATURDAY SEPTEMBER 29, 2018 AND AUTHORIZE THE MAYOR TO SIGN THE FACILITY USE AGREEMENT. M/S Dorow/. This shall be known as Resolution No. 2018-22

SITE DEVELOPMENT AGREEMENT WITH OTHELLO SCHOOL DISTRICT

Community Development Director Anne Henning explained that the analysis performed during the water system planning process concluded that Othello needs additional storage to meet current and future needs. Several possible sites were identified as a location for a new water reservoir (tank). Ms. Henning mentioned that the Othello School District (OSD) owned property at one of the City's preferred locations: the southwest corner of the intersection of Lee Rd and 14th Ave and the City made a proposal to the OSD requesting a site be provided for the City's reservoir to which they accepted.

Council made a motion to AUTHORIZE THE EXECUTION OF THE SITE DEVELOPMENT AGREEMENT BETWEEN THE CITY AND THE OTHELLO SCHOOL DISTRICT FOR RESERVOIR SITE. M/S Dorow/Everett.

Mayor Logan asked the City Attorney that now that this has been approved what is the process to transfer the deed of the property to the City. City Attorney Kelly Konkright responded that it will be filed with the property along with the deed and he will make sure that everything gets recorded.

CONTRACT RENEWAL WITH CINTAS FOR CITY HALL AND PUBLIC WORKS

City Clerk Rebecca Ozuna mentioned that CINTAS has been providing services to the City of Othello since 2012, their contract was renewed in 2015 and up for renewal again. Ms. Ozuna stated that there were 2 separate contracts (one for City Hall and one for Public Works) and now they have been consolidated into one. She mentioned the terms, services and frequency have not changed just a slight increase in the weekly prices of a few cents however having spoken with Finance Director, Spencer Williams, it was determined that it was not a significant change towards the budget.

Council made a motion to AUTHORIZE THE MAYOR TO SIGN THE SERVICE CONTRACT RENEWAL WITH CINTAS. M/S Snyder/Garza.

AIR QUALITY POLICY

Park and Recreation Coordinator Amy Hurlbut mentioned last year air quality was an issue and there was some struggle as to what to do with regards to closing the pool as there was nothing really giving direction as to what can and should be done. Ms. Hurlbut commented that this year there have also been some air quality issues and was contacted by local communities inquiring as to why the pool continues to be open during the conditions, which then she felt it was necessary to at least research the options for closure due to air quality. Ms. Hurlbut presented Council with a draft policy, some information that summarized the research she did, the action she took, and the plan she sees being implemented for the future. City Attorney Kelly Konkright commented that this type of policy is common practice in a lot of cities and strongly recommended including it with the facility use agreements. Councilmember Dorow stated that this policy is necessary and thanked Ms. Hurlbut for all her work. Mayor and Council gave their consensus to continue forward with the policy.

2019 BUDGET PROCESS AND COMMITTEE SCHEDULE

Finance Director Spencer Williams stated budget season is quickly approaching and because the final budget belongs to the Council, we want to make the budget building process work them. Mr. Williams mentioned that they will work with Department Heads and the Finance Committee to make this a smooth process this year and they will follow a similar format to the process that was followed last year.

The broad strokes of the budget season are as follows:

- July-Sep - Work with department heads to develop budget expectations for 2018 and 2019.
- Sep-Oct - Meet with the various budget committees to review the sections of the budget.
- Nov - Review budget proposals and consider inclusion of capital requests.
- Late Nov or Dec - Pass 2019 Budget

Mr. Williams explained that during our Council Budget Committee meetings, they will review the budget by sections, will look at a brief history of expenses and review the justifications for increasing or decreasing budget lines for 2019. We've prepared a preliminary calendar for this review. He asked that Council please review the committees and the meeting dates and times and mentioned that they can make changes as necessary, to fit their schedules. Councilmember John Lallas mentioned that he will be gone September 28th through the October 14th, so he will miss the first three meetings. Councilmember Geena Dorow offered to cover the first meetings and Councilmember Angel Garza offered to cover the Water/Sewer Committee meeting.

DEFERRAL OF STREET AND UTILITY IMPROVEMENTS FOR OCHOA SHORT PLAT

Community Development Director mentioned that Avista Utilities applied for a 3-lot short plat at the corner of Lee Road and 7th Avenue. This will create one lot for Avista to purchase for a

future substation and two lots that will be retained by the current owner for future development. Street and utility improvements are triggered by platting, so Avista has requested a deferral of those improvements. The deferral must be approved by the Planning Commission and City Council. Ms. Henning stated that staff has prepared an analysis which is the following: Deferring the improvements makes sense for a number of reasons. Until the land changes use, the improvements as they currently exist are adequate. The improvements will be better and more useful when there is development on the site or in the area. Requiring improvements now would be a significant expense for the developer, and any improvements done now may need to be removed and replaced in the future if they don't match what is needed for the site as ultimately developed. A covenant can be attached to the property, requiring the owner to construct the improvements when they are needed, either when the site is developed, or when the surrounding property is developed, whichever comes first. This is a short plat, so the plat itself is approved by staff, once the Council has approved or denied the deferral.

Council made a motion to APPROVE THE DEFERRAL OF STREET AND UTILITY IMPROVEMENT SUBJECT TO A COVENANT FOR THE IMPROVEMENTS IN THE FUTURE. M/S Snyder/Dorow

UNFINISHED BUSINESS

Mayor Logan asked Public Works Director Terry Clements for an update on Well #3 however he had nothing to report.

NEW BUSINESS

Mayor Logan made the following announcements:

1. Asked if Council wanted to cancel the September 4th City Council Meeting? Council made a motion to cancel the City Council for Monday September 4th. M/S McCourtie/Garza. The next regular scheduled Council Meeting is Monday September 10th.

Councilmember Corey Everett requested it be noted in the minutes that it was discussed with Council the issue of tossing candy during a parade. Mr. Everett mentioned that he reviewed the code as well as the City Clerk Rebecca Ozuna and there was no mention of it being illegal.

ADJOURNMENT

With no further items to discuss, Mayor Logan adjourned the Council meeting at 7:09 p.m.

By: _____
SHAWN LOGAN, Mayor

ATTEST:

By: _____
REBECCA P. OZUNA, City Clerk