



## MINUTES

### City Council Regular Meeting

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6:30 PM – Monday, October 12, 2020

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#### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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Mayor Logan called the meeting of the Othello City Council to order at 6:30 p.m. and led a silent invocation and the Pledge of Allegiance.

#### ROLL CALL

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Councilmembers Present:

John Lallas  
Jonathan Erickson  
Corey Everett  
Mark Snyder  
Genna Dorow  
Angel Garza

Councilmembers Absent:

Maria Quezada

**Council carried a motion to EXCUSE COUNCIL MEMBER MARIA QUEZADA. M/S Lallas/Garza**

#### ADMINISTRATIVE STAFF PRESENT

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Shawn Logan, Mayor  
Fire Chief Lebacken  
Yvonne Hernandez, Deputy City Clerk  
Anne Henning, Community Development Director  
Shawn O'Brien, City Engineer  
Tim Unruh, Building Inspector  
Spencer Williams, Finance Officer  
Selina Flores, Building & Planning Secretary

#### CITIZEN INPUT

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There was none.

## APPROVAL OF AGENDA

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**Council carried a motion to APPROVE THE AGENDA. M/S Garza/Lallas**

## CONSENT OF AGENDA

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- A. Approval of Accounts Payable Checks
- B. Approval of City Council Minutes for September 28, 2020
- C. Approval of City Council Minutes for October 5, 2020

**Council carried a motion to APPROVE THE CONSENT AGENDA. M/S Everett/Dorow**

## CURRENT BUSINESS

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### **ACCEPT SAND HILL ESTATES PHASE 2 IMPROVEMENTS**

Angel Garza, Councilmember removed himself from the meeting due to conflict of interest.

Shawn O'Brien, City Engineer informs the council the improvements for Sand Hill Estates Phase 2 have been completed, or have been bonded for, by the developer and are ready for acceptance by City Council. O'Brien stated that typically this would be on the consent agenda but there is a couple of issues that I wanted to bring to your attention one item that still needs to be completed is that the developer has bonded with a 150% bond to eventually construct the gravel maintenance road to access a couple sewer man holes that are out in the field as they did not want to construct the road until the farming season was done. The second item is a project is required to have a maintenance bond or insurance so that if something goes wrong within the one year maintenance period we have something to fall back on and we do not have that in place yet. Angel Garza, the developer is working on that. We can accept the project with the contingency that the maintenance bond is fulfilled, per OMC 16.17.130.

Staffs recommendation is for you to discuss it and if your okay with it staff supports to go ahead and accept the project but we wont actually inform them that it has been accepted until that maintenance bond or savings account is in place.

Kelly Konkright, City Attorney informs council that it is acceptable for council to approve the acceptance of the improvements contingent on receiving the security. The other option would be to not make a decision tonight and have it put back on the agenda once the security is in place however didn't feel it was necessary to hold off.

**Council carried a motion to APPROVE THE IMPROVEMENTS AT SANDHILL ESTATES PHASE 2 CONTINGENT UPON THE MAINTENANCE BOND. M/S Erickson/Dorow**

Angel Garza rejoined the meeting.

### **SOLID WASTE ORDINANCE INCREASE**

Spencer Williams, Finance Officer informs council that for consideration he has an ordinance that would establish solid waste rates for the city. We operate with a 3-year Solid Waste rate schedule that expires at the end of this year. A new rate schedule needs to be put in place. We

met recently with the Solid Waste committee to consider new rates. The committee proposes a 1% annual increase to rates. This would keep the total increase to residents between about \$0.20 per month.

The possibility of a recycling program has been brought up many times. To introduce a curbside service at each residence would drive a significant rate increase to residential rates. We don't want to raise rates significantly, but we want to expand the recycling program. We would like to investigate providing an expanded recycling service on city property. The Council would like to review this more in committee. A 1% increase would allow for these expanded services and avoid a large increase to rates. At the direction of the Committee we prepared an ordinance to approve the rate increase for the next 3 years. If you wish we can pass the ordinance tonight or have further discussion and pass the ordinance at a later meeting.

Williams stated that the ordinance has been attached for review. After council discussion it was decided that there would be discussion about the recycling program in committee meeting.

**Council carried a motion to APPROVE THE 3- YEAR SOLID WASTE INCREASE. M/S Everett/Lallas**

**AWARD HMA PATCHING PROJECT**

Shawn O'Brien, City Engineer informs council on October 7th, 2020 staff opened bids for the HMA Patching Project. The City received four (4) quotes for the work ranging from \$12,500 to \$35,000 for the project. The Engineer's Estimate was \$35,000. This project will smooth out the asphalt surface by filling in low areas on the following streets:

|                                    |                                      |
|------------------------------------|--------------------------------------|
| Larch, Spruce, and Juniper Streets | 7th Avenue to 14th Avenue            |
| 12th, 9th, and 8th Avenues         | Main Street to Ash Street            |
| Catalpa and Fern Streets           | Filling in patches that have settled |
| 1st Avenue                         | Cedar Boulevard to Pine Street       |
| Lions Park                         | Ballfield bleacher area              |
| 7th Avenue                         | South of Lee Road for 1300'          |
| Post Office Alley                  | 7th Avenue to 8th Avenue             |
| Venice Avenue                      | Main Street to Cedar Boulevard       |

The lowest bid for the project was submitted by Central Washington Asphalt, Inc. from Moses Lake, but feel they made a mistake in their estimate and reject being awarded the contract.

The lowest, responsible bid was submitted by Eastside Asphalt, Inc. from Warden. The contractor is in good standing with both the Department of Revenue and the Department of Labor & Industries and is qualified to be awarded a public works project. A summary of the bids is attached.

Staff recommends awarding this project to Eastside Asphalt for \$26,000.

**Council carried a motion to AWARD THE HMA PATCHING PROJECT TO EASTSIDE ASPHALT INC FOR \$26000. M/S Lallas/Dorow**

### **PERMIT TRAX**

Anne Henning, Community Development Director, present to council to consider Permit Trax Software. This has currently been done with our Bias software which is not very thorough in keeping up with the workflow. Tracking, managing, and processing building permits is complicated, with a lot of steps where the process can get bogged down. Currently, we use a combination of spread sheets, emails, hard copies, a finance program, and staff memory to track and process permits. We get by, but our system is not efficient and prone to delays and errors when someone forgets to do a step in the process. There are a number of specialized permit processing programs available.

Tim and I have both used Permit Trax in the past, but we looked at other programs to see what was available in the same price range. Permit Trax is quite easy to use and would greatly improve our workflow. Tracking and reporting are very superior to our current system.

Corey Jorgensen, Permit Trax presented a slideshow to council and summarized how the software program operates.

The cost is \$15,000 per year, for an unlimited number of users. We can use CARES Act money for the first year, since this system helps facilitate remote working and minimizes in person interaction for submitting, paying for, and issuing permits. For reference, here are the number of permits, the building permit and plan review fees collected, and the total valuation of projects permitted for the last 5 years.

| <b>Year</b>           | <b>2015</b>  | <b>2016</b>  | <b>2017</b> | <b>2018</b>  | <b>2019</b>  |
|-----------------------|--------------|--------------|-------------|--------------|--------------|
| <b>Permits</b>        | 146          | 109          | 118         | 188          | 172          |
| <b>Permit Revenue</b> | \$220,334    | \$235,489    | \$99,208    | \$251,625    | \$300,085    |
| <b>Valuation</b>      | \$19,911,058 | \$35,099,513 | \$7,989,906 | \$19,068,821 | \$35,026,833 |

Many jurisdictions charge a small “technology fee” on each permit to help defray the annual cost to the jurisdiction. For reference, the average building permit fee for the 17 homes permitted in September was \$1555, 2% of that would be \$31.10, 2% of the total 2019 building permit fees (not including plan review) would be \$4192. If Council is interested, staff can bring more information about a possible technology fee to a future meeting.

Kelly Konkright, City Attorney states that after reviewing of the agreement he would like to go over a couple of things with the company in regard to waiver, liability and disclaimer.

**Council carried a motion to APPROVE PERMIT TRAX SOFTWARE FOR THE BUILDING AND PLANNING DEPARTMENT (Subject to attorney conditions) M/S Erickson/Dorow**

### **2020 PRIDE ROCK PLAYGROUND CITY COUNCIL**

Mayor Shawn Logan, The Othello City Council authorized the Mayor and Staff earlier this year to make application to RCO for 3 grants to fund a new playground and basketball court improvements. The Mayor, Park & Rec Committee and staff, along with consultants have been

working on this project since January of this year. After our applications and presentations have been completed, these are the results:

|                         |                                 |                 |
|-------------------------|---------------------------------|-----------------|
| #1 out of 37 cities for | "Dream Courts Basketball Zone." | \$350,000 grant |
| #2 out of 24 cities for | "Pride Rock Playground."        | \$500,000 grant |
| #3 out of 81 cities for | "Pride Rock Playground."        | \$500,000 grant |

In addition, the City received generous donations from The Othello Lions Club \$5,000.00 Columbia Basin Health Assn \$6,500.00 In addition, we have received donations from our small business community.

Mayor Logan presented to council and the community what we have planned through a slideshow. Mayor Logan stated that the process won't be complete until the State's Biennial budget is approved next year. The City will still take approximately 2 years from now to complete the projects. Public comment and suggestions for the final design will help the City finalize the plans.

## UNFINISHED BUSINESS

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### **FIREWORKS**

Mayor Shawn Logan informs council that due to the fireworks being cancelled on 4<sup>th</sup> of July, the city now has the opportunity to have a firework display on New Years Eve or during the Christmas Miracle on Main Street. There was discussion between council and it was suggested that a survey be put up on social media through Survey Monkey and receive community input of when they would prefer to have the fireworks display and what time.

## NEW BUSINESS

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Mayor Shawn Logan announced that the Beta Sigma Phi group is doing a drive thru donation on 10/10/20 on to 5th and Main at the food bank from 4:30 to 6:30 and all proceeds benefit the food bank.

Congressman Newhouse will be in Othello Thursday November 20, 2020 for a no-host lunch, if your interest please RSVP to Jaime Daniels at 509-713-7374

## COUNCIL WILL ALSO RECEIVE THE FOLLOWING

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- A. Building & Planning Monthly Report

## ADJOURNMENT

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With no further items to discuss, Mayor Logan adjourned the Council meeting at 7:45 p.m.

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

ATTEST:

By: \_\_\_\_\_  
YVONNE HERNANDEZ, DEPUTY CITY CLERK