

**CITY OF PROSSER, WASHINGTON
601 7TH STREET
CITY COUNCIL CHAMBERS
CITY COUNCIL REGULAR MEETING
TUESDAY, APRIL 8, 2014**

CALL TO ORDER

Mayor Warden called the Regular Meeting of the Prosser City Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Lexi Warden.

ROLL CALL

Council Members Aubrey, Hamilton, Everett, Becken, and Elder were present. Council Member Taylor requested an excused absence.

Others in attendance were City Clerk Shaw, Police Chief Giles, Finance Manager Yost, City Attorney Saxton, and Sergeant Blackburn.

CITIZEN PARTICIPATION (None)

MAYOR AND COUNCIL REPORTS AND COMMENTS

Mayor Warden read aloud a letter addressed to Sergeant Ed Blackburn in recognition of his dedication and contributions to the City and the Police Department.

Council Member Aubrey stated the new restaurant on the corner of 6th and Bennett, El Buen Gusto, a great addition to Prosser.

Mayor Warden stated the Police Chief has been working on an ordinance to bring forward to Council for consideration regarding false burglar alarms. Staff will be drafting a notification letter addressed to businesses that will be impacted by the ordinance.

CONSENT AGENDA

A motion was made by Council Member Everett, seconded by Council Member Becken to approve Consent Agenda Items "A – J." Motion passed 5 YES, 0 NO, 1 ABSENT (Taylor).

- a. Approve Payment of Payroll Checks Nos. 600032 through 600041 in the Amount of \$16,639.29, and Direct Deposits in the Amount of \$93,585.82, for the Period Ending April 8, 2014
- b. Approve Payment of Claim Checks Nos. 10373 through 10385 and 10390 through 10466, in the Amount of \$258,687.23 and Electronic Payments in the Amount of \$42,734.89, for the Period Ending April 8, 2014
- c. Accept Monthly Report by Prosser Economic Development Association for the Month of March 2014 and Authorize Payment for those Services in

the Amount of \$2,166.66 and Authorize Payment in the Amount of \$1,416.67 for Grant Writer Services

- d. Approve the USDA Outlay Report and Draw Request No. 29 in an Amount of \$15,435.78, for Costs Associated with the Northwest Prosser Water and Sewer System Improvements Project (Contract Addendum No. 2) and authorize the Mayor to Sign the Documents
- e. Approve Progress Estimate No. 1 in the amount of \$1,423.50, for work performed by HLA, Inc., through February 28, 2014, for Preliminary Engineering and Design on the Old Inland Empire Highway Improvements Project and authorize the Mayor to Sign the Documents
- f. Approve Drinking Water State Revolving Fund (DWSRF) Invoice Voucher Request No. 11 in the Amount of \$367,997.67, for the Disinfection, Filtration and Source Improvements Project and authorize the Mayor to Sign the Documents
- g. Adopt Resolution 14-1451 Surplusing City of Prosser Property
- h. Adopt Resolution 14-1452 Surplusing Three Radar Units to the Benton County Sheriff's Office
- i. Accept Monetary Donation in the Amount of \$1,390.08 from Grace Inc., DBA Cottage Court
- j. Approve the February 25, 2014 Meeting Minutes

COUNCIL ACTION

APPROVE PAYMENT OF CLAIM CHECK NO. 10386 IN THE AMOUNT OF \$59,966.70 FOR THE PERIOD ENDING APRIL 8, 2014

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Becken, seconded by Council Member Everett approve payment of claim check no. 10386 in the Amount of \$59,966.70 for the period ending April 8, 2014. Motion passed 4 YES, 0 NO, 1 ABSENT (Taylor), 1 ABSENTION (Hamilton).

ADOPT RESOLUTION 14-1453 APPROVING ALL BID DOCUMENTS AND CONTRACT PROVISIONS FOR THE 2014 BITUMINOUS SURFACE TREATMENT PROJECT, PREPARED BY BENTON COUNTY, AND ACCEPTING THE LOWEST QUALIFIED BIDDER GRANITE CONSTRUCTION COMPANY AND AUTHORIZING THE MAYOR TO SIGN AND EXECUTE ANY DOCUMENTS OR CONTRACTS

Council Member Becken recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Aubrey to adopt Resolution No. 14-1453 approving all specifications, plans, estimates, bid documents, contract provisions, prepared by Benton County pursuant to the Interlocal Agreement executed on January 14, 2014, and

accepting the lowest qualified bidder Granite Construction Company bid in the total amount of \$1,172,000.00, of which the City's portion is \$74,312.00, and authorizing the Mayor to sign and execute any documents or contracts, if any, necessary for the 2014 Bituminous Surface Treatment Project. Motion passed 4 YES, 0 NO, 1 ABSENT (Taylor), 1 ABSENTION (Becken).

APPROVE THE 2013 UPDATE TO THE BENTON COUNTY SOLID WASTE PLAN

Council Member Becken recused himself due to a conflict of interest. A motion was made by Council Member Aubrey, seconded by Council Member Elder to approve the 2013 update to the Benton County Solid Waste Plan and authorize the Mayor to submit a letter to Benton County Solid Waste informing it that the Prosser City Council has approved the 2013 Solid Waste Update. Motion passed 4 YES, 0 NO, 1 ABSENT (Taylor), 1 ABSENTION (Becken).

REVIEW ORDINANCE AMENDING THE 2014 BUDGET FOR FUND 606, LIBRARY MEMORIAL FUND

Mayor Warden provided an explanation of the review process related to a budget amendment. RCW 35.A.34.150 requires that amendments of this type be introduced at least five days before the City Council can take action. Therefore this item will be brought back before the Council at the April 22, 2014, City Council meeting for potential adoption.

ADOPT ORDINANCE AMENDING THE 2014 BUDGET FOR FUND 001, GENERAL FUND

A motion was made by Council Member Aubrey, seconded by Council Member Elder to adopt an Ordinance amending the 2014 Budget for Fund 001, General Fund.

Council Member Everett inquired as to why this item was not brought forward for consideration during the budget discussions.

Mayor Warden explained the request for a part-time office assistant was brought forward for Council consideration during the budget process however the position was not approved at that time. Mayor Warden further explained the need for an additional permanent part-time position goes beyond the City Hall lunch closure that Administration and Council want to change. There is a need for additional staffing the City Hall, particularly for an individual that is capable of serving in multiple functions.

Council Member Hamilton asked how City Hall operated previously when the lobby remained open during the lunch hour.

Finance Manager Yost explained there was more full time staff that allowed for lunch rotation and coverage in the event of sick or vacation leave.

Council Member Elder stated he would like to move forward with funding this position and expressed his interest in re-opening City Hall during the lunch hour.

Motion failed 3 YES (Aubrey, Hamilton, Elder), 2 NO (Everett, Becken), 1 ABSENT (Taylor).

ADOPT ORDINANCE AMENDING PMC 2.16 CHANGING CITY HALL OFFICE HOURS

A motion was made by Council Member Aubrey, seconded by Council Member Hamilton to adopt an Ordinance amending PMC 2.16 changing City Hall office hours.

There was discussion surrounding how City Hall could remain open during the lunch hour if there is not enough staff available to do so.

Council Member Aubrey expressed his concern with the amount of City Hall staff that appears to be able to rotate through the lunch hour for coverage.

Finance Manager Yost explained the different positions and functions of those positions that could potentially be an internal control issue.

Council Member Becken stated it is his preference to close City Hall from noon – 1:00 p.m. instead of 11:00 a.m. – noon.

Council Member Elder echoed Council Member Becken’s statement.

Mayor Warden said it is his preference to remain open all the time and not have a lunch hour closure at all.

Motion failed 3 YES (Aubrey, Hamilton, Elder), 2 NO (Everett, Becken), 1 ABSENT (Taylor).

ADOPT ORDINANCE 14-2882 AMENDING SECTION 5 OF ORDINANCE 14-2876 TO CORRECT A SCRIVENERS ERROR

A motion was made by Council Member Everett, seconded by Council Member Elder to adopt Ordinance No. 14-2882 amending Section 5 of Ordinance 14-2876 to correct a Scriveners error. Motion passed 5 YES, 0 NO, 1 ABSENT (Taylor).

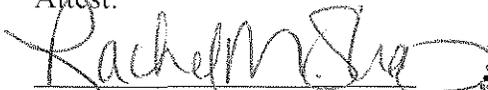
ADJOURNMENT

There being no further business before the City Council at this time, the Regular Meeting of the Prosser City Council was adjourned at 7:42 p.m.



Mayor Paul Warden

Attest:



City Clerk Rachel Shaw