

**CITY OF PROSSER, WASHINGTON  
601 7<sup>TH</sup> STREET  
CITY COUNCIL CHAMBERS  
CITY COUNCIL REGULAR MEETING  
TUESDAY, JULY 14, 2015**

**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 recited.

**ROLL CALL**

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

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

**CITIZEN PARTICIPATION** (None)

**MAYOR AND COUNCIL REPORTS AND COMMENTS**

Council Member Hamilton stated there's a large pothole on the 1800 block of Highland Avenue that needs to be looked at.

Council Member Elder inquired about the Catholic Charities project asking how long until the project is complete.

Mayor Warden advised the project is underway and anticipated a couple of weeks longer until the detour portion of the project on North River Road is complete.

Mayor briefed Council on the Village Park Tree Project advising that the contracts were currently working at the site and the project should be completed soon.

Mayor Warden provided an update on the status of grant for the City Park restroom project.

Mayor Warden advised on the status of the purchase of the Heard property at 1311 Bennett Avenue, stating the sale should be recorded by the end of the week.

Mayor Warden stated the City is working with several parties in an attempt to get the recently obtained PGG building rented out until the City is ready to utilize the property. Mayor stated his intent is to put the rental revenue into Criminal Justice Fund.

Council agreed with process.

Mayor Warden briefed Council on the three add-on items that had been emailed to Council earlier in the day and asked Council to consider the items later on in the Agenda.

Council concurred.

### **CONSENT AGENDA**

A motion was made by Council Member Everett, seconded by Council Member Becken, to approve Consent Agenda Items "A – E." Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

- a) Approve Payment of Payroll Check Nos. 600392 through 600429 in the amount of \$35,066.29 and Direct Deposits in the Amount of \$116,402.01, for the Period Ending June 30, 2015
- b) Approve Payment of Claim Checks Nos. 12665 through 12739 and 12742 through 12765, in the Amount of \$413,497.36 and Electronic Payments in the Amount of \$87,044.97 for the Period Ending July 14, 2015
- c) Accept Monthly Report by Prosser Economic Development Association for the Month of June 2015 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 June 2, 2015 Meeting Minutes
- e) Approve June 9, 2015 Meeting Minutes

### **COUNCIL ACTION**

#### **CLAIM CHECKS**

Council Member Hamilton recused himself due to a conflict of interest. A motion was made by Council Member Everett, seconded by Council Member Becken, to approve payment of claim check no. 12766 in the amount of \$1,101.40 for the period ending July 14, 2015. Motion passed 5 YES, 0 NO, 1 ABSENT (Taylor), 1 ABSENTION (Hamilton).

#### **CONSIDERATION OF A RESOLUTION APPROVING THE AFFORDABLE HOUSING (2060) INTERLOCAL AGREEMENT**

Mayor Warden provided Council with a brief overview of the Interlocal Agreement. A motion was made by Council Member Everett, seconded by Council Member Ward to adopt Resolution No. 15-1489 approving the Affordable Housing (2060) Interlocal Agreement between the City of Prosser and Benton County, and authorize the Mayor to sign the agreement. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

#### **CONSIDERATION OF RESOLUTION APPROVING THE SCHOOL RESOURCE OFFICER INTERLOCAL AGREEMENT**

Council Member Ward said he would like the Police Chief to provide an update three months after the SRO officer is in place at the schools.

Police Chief Giles stated he will add that information to Quarterly Reports he presents to the City Council.

Additionally Chief Giles spoke on hiring and recruitment process and timeline.

Council Member Elder asked if the officer would be armed and allowed to carry a gun on school grounds.

Chief Giles stated that the officer would be a fully uniformed officer and would carry a weapon.

A motion was made by Council Member Aubrey, seconded by Council Member Becken to adopt Resolution No. 15-1490 approving an Interlocal Agreement between the City of Prosser and the Prosser School District regarding the placement of a School Resource Officer in the Prosser schools and authorize the Mayor to sign the agreement. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

#### **CONSIDERATION OF ORDINANCE AMENDING THE PERSONNEL POLICY**

Council Member Hamilton asked if the proposed ordinance contained the entire policy.

Mayor Warden confirmed that the ordinance before Council for consideration was indeed the entire Personnel Policy.

Council Member Hamilton stated that while he supports a sound Personnel Policy, he did not agree with Council having to adopt it and would therefore vote no.

A motion was made by Council Member Everett, seconded by Council Member Aubrey, to adopt Ordinance No. 15-2936 amending the Personnel Policy. Motion passed 5 YES, 1 NO (Hamilton), 1 ABSENT (Taylor).

#### **ADD-ON ITEMS**

##### ***Progress Bill No. 7 for 7<sup>th</sup> Street ADA Sidewalk Ramp Improvements Project***

A motion was made by Council Member Everett, seconded by Council Member Becken, to approve Progress Bill No. 7 in the amount of \$472.32 for work performed by HLA, Inc., through June 30, 2015, for preliminary engineering and design on the 7th Street ADA Sidewalk Ramp Improvements Project and authorize the Mayor to sign the documents. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

##### ***Progress Bill No. 14 for Old Inland Empire Highway Improvements Project***

A motion was made by Council Member Everett, seconded by Council Member Becken, to approve Progress Bill No. 14 in the amount of \$3,819.26 for work performed by HLA, Inc., through June 30, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Project and authorize the Mayor to sign the documents. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

##### ***Progress Bill No. 7 for Old Inland Empire Highway Improvements Phase 2 Project***

A motion was made by Council Member Everett, seconded by Council Member Becken, to approve Progress Bill No. 7 in the amount of \$1,677.05 for work performed by HLA, Inc., through June 30, 2015, for preliminary engineering and design on the Old Inland Empire Highway Improvements Phase 2 Project and authorize the Mayor to sign the documents. Motion passed 6 YES, 0 NO, 1 ABSENT (Taylor).

#### **COUNCIL DISCUSSION**

##### ***Operating Funds Budget Amendment***

Finance Director Yost briefed Council on the Operating Fund Budget Amendment Ordinance advising that the draft ordinance was prepared in order for Council to provide staff clear direction on Council preference of handling budget amendments. She further explained that

the current practice for a budget amendment is a two step process requiring staff to first introduce a budget amendment at one meeting and then bring the ordinance back to Council at a future meeting for consideration of action.

Council Member Elder asked what the most efficient process is.

Finance Director Yost explained that the prepared ordinance allows staff more flexibility and does not require as many publications of ordinances or as many times that Council would need to see a budget amendment ordinance.

Council Member Hamilton referred to a request from the Water Department earlier in the year for a water tender truck and stated that the request was not brought before council as it should have been through. He asked what process would ensure that Council could hear the departmental requests during budget discussions and have an opportunity to present those requests for Council's consideration.

Mayor Warden stated as a point of clarification the water tender truck was in the Water Department's written budget requests for 2015 however what was lacking was the Department Head presenting that request to Council and further stated that in the next budget cycle, Council would hear from each of the Department Heads who will present all of their budget requests.

Council Member Everett asked Finance Director Yost what is the Finance Department's preference for budgeting.

Finance Director Yost stated that the proposed budget amendment ordinance was here preference which would allow staff to budget the entire ending fund cash balance.

Council Members Ward and Everett stated they agreed.

Finance Director Yost thanked Council for the discussion and direction and stated staff would prepare the ordinance for the next Regular City Council meeting for Council's consideration of action.

#### **MAYOR AND COUNCIL REPORTS AND COMMENTS CONTINUED**

Mayor Warden advised an additional \$1,100 is needed to complete the surveying on the PGG building and asked for Council's authorization to move forward utilizing Criminal Justice Funds.

Finance Director Yost explained that the Criminal Justice Fund has already been appropriated and discussed the detailed process of how to spend money out of the fund.

Council directed staff to proceed.

Council Member Aubrey asked what fund the extra revenue from the marijuana store would be placed in.

Finance Director Yost stated the Finance Department planned on conducting an analysis soon to review funds and will make a recommendation.

Council Member Everett asked how much money the City could expect from the revenues.

Finance Director Yost said she was unsure until she researched it but will report back her findings.

Council Member Aubrey said his recommendation is to dedicate the revenue to the Street Fund.

Additionally Council Member Aubrey commended the Public Works crews for spraying the weeds.

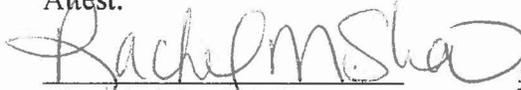
**ADJOURNMENT**

There being no further business before the City Council at this time, the Work Session of the Prosser City Council was adjourned at 7:41 p.m.



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Mayor Paul Warden

Attest:



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City Clerk Rachel Shaw

