

**City of Benton City
Regular Council Meeting Minutes
April 15th, 2014**

CALL TO ORDER – Mayor Carnahan called the April 15th, 2014 Regular Council meeting to order at 7:00 p.m. (93/2/535*Audio recording begins)

PRESENTATION OF THE COLORS – Captain Clay Vannoy led the Council and audience in the Pledge of Allegiance. (99/4/429*)

ROLL CALL (113/3/905*) Council Members Present –
Connie Meredith
Linda Lehman
Mary Lettau
Mary McLeod
Lisa Stade (In at 7:01)

City Staff Present –
Stephanie Haug, City Clerk/Treasurer
Kyle Kurth, Benton City Maintenance Foreman
Paula Kauer, General Clerk/Purchasing

Other Professionals Present –
Alan Rainey, City Engineer, Spink Engineering LLC (In at 7:07)
Bob Spink, Spink Engineering LLC
Captain Clay Vannoy, Benton County Sheriff's Office
Larry Howell, President, Benton City E.D.C.

Other Professionals Absent –
Lee Kerr, City Attorney, Kerr Law Group

READING AND APPROVAL OF MINUTES (132/4/546*)
- **REGULAR MEETING MARCH 18th, 2014**

Councilwoman Lettau: I make a motion that we approve the Meeting Minutes from March 18th, 2014.

Councilwoman Stade: I Second.

MOTION #1- C. M. Lettau moved and C. L. Stade seconded to approve the Minutes of the March 18th, 2014 Regular Council Meeting as presented.

VOICE VOTE #1- C. L. Lehman, C. L. Stade, C. M. McLeod, C. M. Lettau, C. C. Meredith
ALL YEAS. Motion carried.

OPENING REMARKS, "HOUSEKEEPING" ITEMS, EXECUTIVE SESSION REQUESTS, ETC.
(149/1/235*)

Mayor Carnahan – One item would like to postpone until next Council Meeting – Attorney not here tonight – Attorney should be here for Item I.2.

APPROVAL OF AGENDA (347/2/235*)

Councilwoman Meredith: Mayor, I make a motion to accept the Agenda as presented.

Councilwoman Lehman: I'll second.

MOTION #2- C. C. Meredith moved and C. L. Lehman seconded to approve the Agenda for the April 15th, 2014 Regular Council Meeting as corrected.

VOICE VOTE #2- C. L. Lehman, C. L. Stade, C. M. Lettau, C. C. Meredith, C. M. McLeod
ALL YEAS. Motion carried.

1. VISITOR COMMENTS (181/1/141*)

Heather Duncan, Benton City Spring Opener Car & Bike Show
8th Annual – Saturday, April 26th – Community Fundraiser for youth activities – Expect good turnout

Mayor Carnahan – Also 5K Fun Run at 9 a.m. April 26th

Randy Rutledge, Consultant, Benton City E.D.C.
Benton City Merchants Poker Walk

REGULAR REPORTS

1. SHERIFF'S REPORT (303/2/470*)

Captain Clay Vannoy, Benton County Sheriff's Office
288 Calls for Service vs. 301 in 2013
27 Case Offenses vs. 31 in 2013
22 Infraction Offenses were issued

2. E.D.C. REPORT (344/3/672*)

Larry Howell, President, Benton City E.D.C.
Report in packets

3. STAFF REPORTS (492/1/913*)

Stephanie Haug, City Clerk/Treasurer
In packets - Code Report
- Treasurer Report

4. ENGINEER REPORT (501/2/279*)

Alan Rainey, City Engineer, Spink Engineering LLC
- Dale Avenue – Coordinate with utilities for pole move – Hope to advertise within two weeks

5. COUNCIL COMMITTEE REPORTS (520/3/254*)

Councilwoman Lettau – None

Councilwoman McLeod – None

Councilwoman Lehman – None

Councilwoman Meredith – None

Councilwoman Stade – Benton Franklin Transit – Interviews – Two candidates – Let businesses know regarding coupon books

Mayor Carnahan – Several meetings – Did get request for letter of support for \$3.5 million grant for roundabout

ITEMS FOR APPROVAL:

1. SELECTION OF MAYOR PRO TEM (650/2/502*)

Councilwoman Lettau: I would like to move to appoint Councilwoman Lehman as Mayor Pro tem.

Councilwoman Stade: I second.

MOTION #3- C. M. Lettau moved and C. L. Stade seconded to appoint Councilwoman Lehman as Mayor Pro tem.

VOICE VOTE #3- C. L. Lehman, C. L. Stade, C. M. Lettau, C. C. Meredith, C. M. McLeod
ALL YEAS. Motion carried.

2. REVIEW/APPOINT COUNCIL COMMITTEE ASSIGNMENTS (692/2/642*)

- Mayor Carnahan –** Benton Franklin Council of Governments (Board/PAC/TAC)
Emergency Management
Benton Franklin Solid Waste Management
Red Mountain Regional Vision Group
Benton and Franklin Counties Continuum of Care Task Force
Yakima Basin Fish & Wildlife Recovery Board (Alternate)
Small Cities
- Councilwoman Stade -** Good Roads Association
Benton Franklin Transit
Benton County Fire District #2
Small Cities (Alternate – Summers)
Ridges to Rivers (Alternate)
- Councilwoman Meredith -** TRIDEC
Ridges to Rivers
Finance and Budget
Benton Franklin Transit (Alternate)
Small Cities (Alternate – Summers)
Benton City Economic Development Council/Chamber of Commerce
- Councilwoman Lehman –** Red Mountain Regional Vision Group (Alternate)
Benton City Economic Development Council/Chamber of Commerce
- Councilwoman McLeod –** Benton County Mosquito Control
TRIDEC (Alternate)
- Councilwoman Lettau -** Benton County Fire District #2 (Alternate)
Finance and Budget (Alternate)

3. CONFIRM PLANNING COMMISSION MEMBER – GARY ROBINS (1070/1/790*)

Ms. Haug – First meeting April 29th at 6:00 p.m.

4. RESOLUTION #2014-05 – SOLID WASTE (1103/1/865*)

Ms. Haug – Explanation of Resolution No. 2014-05

Councilwoman Lettau: Mr. Mayor, I make a motion that we approve Resolution #2014-05, a resolution of the City of Benton City adopting the Final Draft 2013 Update Benton County Solid Waste and Moderate Risk Waste Management Plan.

Councilwoman Meredith: Second.

MOTION #4- C. M. Lettau moved and C. C. Meredith seconded to approve Resolution #2014-05, a resolution of the City of Benton City, Washington, adopting the Final Draft 2013 Update Benton County Solid Waste and Moderate Risk Waste Management Plan.

VOICE VOTE #4- C. L. Lehman, C. L. Stade, C. M. Lettau, C. C. Meredith, C. M. McLeod
ALL YEAS. Motion carried.

5. RESOLUTION #2014-06 - BENTON CITY SPECIFICATIONS (1219/2/047*)

Ms. Haug – Explanation of Resolution 2014-06

Mr. Rainey – City Attorney recommended City adopt own specifications

Councilwoman Lehman: I move to approve Resolution #2014-06, a resolution of the City of Benton City, adopting the City of Benton City Standard Drawings and Specifications for Public Works Construction.

Councilwoman Meredith: I'll second.

MOTION #5- C. L. Lehman moved and C. C. Meredith seconded to approve Resolution 2014-06, a resolution of the City of Benton City, Washington, adopting the City of Benton City Standard Drawings and Specifications for Public Works Construction.

VOICE VOTE #5- C. L. Lehman, C. L. Stade, C. M. Lettau, C. C. Meredith, C. M. McLeod
ALL YEAS. Motion carried.

6. RESOLUTION #2014-07 – SETTING PUBLIC HEARING FOR GRACE AVENUE RIGHT-OF-WAY VACATION (1341/2/690*)

Ms. Haug – Explanation of Resolution No. 2014-07

Councilwoman Stade: Mr. Mayor, I make a motion to approve a resolution setting a Public Hearing for the vacation of a portion of Grace Avenue right-of-way; Resolution No. 2014-07.

Councilwoman Meredith: I'll second.

MOTION #6- C. L. Stade moved and C. C. Meredith seconded to approve Resolution #2014-07, a resolution of the City of Benton City, Washington, setting a Public Hearing for the vacation of a portion of Grace Avenue right-of-way.

VOICE VOTE #6- C. L. Lehman, C. L. Stade, C. M. Lettau, C. C. Meredith, C. M. McLeod
ALL YEAS. Motion carried.

7. ARCHIVE TRANSFER AGREEMENT (1410/3/608*)

Ms. Haug – Explanation of Archive Transfer formal agreement

Councilwoman Meredith: Mr. Mayor, I move to approve the Service Legal Agreement for Document Preparation and Imaging Services between the City of Benton City and the State of Washington, Office of the Secretary of State, Archives & Records Management Division.

Councilwoman Lettau: I second.

MOTION #7- C. C. Meredith moved and C. M. Lettau seconded to approve the Service Level Agreement for Document Preparation and Imaging Services between the City of Benton City, Washington, and the State of Washington, Office of Secretary of State, Archives & Records Management Division.

VOICE VOTE #7- C. L. Lehman, C. L. Stade, C. M. Lettau, C. C. Meredith, C. M. McLeod ALL YEAS. Motion carried.

8. ELECTRONIC METER SYSTEM QUOTE (1445/4/299*)

Ms. Haug – Explanation of electronic meter system purchase quote

Mr. Kurth – Benefits of electronic meter system vs. current meter system

Mayor Carnahan – Status of current meter system updates

Ms. Haug – Council budgeted thru 2014 Budget – Been installing Neptune meters for last ten years in anticipation of upgrade to electronic system – Major cost is software and handheld – Belt clip receives read from meters – Meters keep 45 days of history on meter – More information regarding water consumption – Part of Capital Improvement Fund – Anticipate annual cost at approximately \$15,000 to \$20,000 per year for upgrades – Discount for initial upgrade – Any new construction will have a one inch meter – Future meters replaced will be one inches versus ¾ inch – Replace as break

Councilwoman Lettau – Add up all costs over nine years – All 930 meters in town plus initial costs – What are we looking at?

Ms. Haug – Some of old meters needing to be replaced anyway – Six to twelve have already been replaced in 2014

Mr. Kurth – City has old torpedo meters installed back 30-40 years ago – People complained about – Removed and tested – Found people getting more water than paying for – Old meters slow down

Councilwoman Lettau – Looking at about \$200,000 or more as cost – Lower estimate – Once make commitment – On hook to complete

Mayor Carnahan – Are making commitment – Requiring all new developers to install new electronic meters – Bringing up to what City requirements – Savings in long run – Have to go forward – More difficult to buy old meters and make them adjust to new system – We would have to update anyway

Councilwoman McLeod – Off top of my head – Probably closer to \$280,000

Mayor Carnahan – Yes – Besides water meters – We are going to have to look into updating sewer system – Two separate proposals – Can do nothing or improve our City

Ms. Haug – Main benefit aside from time savings in meter reading is accuracy – As Kyle stated – Some of old meters are causing City to lose water we can't account for – Running through meter but not registering correctly – Also gives our citizens another service we don't currently offer

Mr. Kurth – The longer we wait – The more expensive it will be

Councilwoman Lettau – Model looking to buy – Has any research been done – Do other cities in Tri Cities all have same – Work well? On old system? Any research?

Mayor Carnahan – Talked to City of Richland – Very pleased with electronic system – Not foolproof – Still have problems – Simpler than messy old ones – Looking at \$30,000 per year – Or could bank and go Big Bang – Borrow the money and do the whole system

Councilwoman Lettau – I understand – I would like a little more time to do some research – Before willing to vote for it – Not saying it's a bad idea – Just don't know enough about it myself to make good vote on it

Councilwoman Meredith – Suggest we table it until researched – Bring it back next time – On Neptune – May be better deal on other brand

Ms. Haug – Reason we went with Neptune – Type of meter we have – Our cost for several meters just register – If we go with another brand – Need to replace meter and register – Will double our cost

Councilwoman Meredith – Like idea – Think we need to do it also – Need to update our technology like everything else

Councilwoman Lehman – Will say working out at site on wells – Almost everything out there is monitored remotely – Been around for about fifteen years – Lots of confidence in technology

Councilwoman Lettau – If you want to make a motion – Go for it – I'm not confident yet

Councilwoman Meredith – Need to update technology

Mayor Carnahan – I'd like either a motion to progress or we can stop whatever we're doing

Councilwoman Stade – For me – I would like specific information – How many employee hours does it save – The cost benefit – What's some comparison – With Neptune – With register – With register only – If we utilize system we have – Makes sense to me – Saves how much money? Are all our meters Neptune

Ms. Haug – All meters installed in last ten years – Some meters or thirty or forty years old – Don't make anymore

Councilwoman Stade – In your opinion – Neptune only way to go – Since majority of system using them – Upgrading and adding on

Ms. Haug – It's the most cost effective way to go

Councilwoman Stade – Definitely what we want

Councilwoman Meredith – Training on these - Easy to understand?

Ms. Haug – Very similar to what we use now with handheld – Is compatible with Radio Read device

Councilwoman Stade – Is there a certain amount we want to retain in our (inaudible) each year – To help us gauge how many we're going to replace – Considering if it goes through – 2015 – 2016 – Is there a certain dollar amount we want to retain or a percentage in our fund

Mayor Carnahan – Yes we do

Councilwoman Stade – And what is that percentage

Ms. Haug – Depends on our revenue – Hoping the 100 per year estimate is conservative – If can afford to do more – Definitely will do so – Just capital expenditure – Doesn't include operational cost of updating meters

Councilwoman Lettau – Do we have a plan for which meters will be replaced first – Older houses?

Ms. Haug – Maintenance looked for meters most difficult to read – Forty of those? Rest – Picked neighborhood were all meters in backyards – Have to climb fences or go thru gates to access – Choose that to start – Then will go thru town – Neighborhood by neighborhood – One section at a time

Councilwoman Lettau – How difficult to change these out to Neptune

Mr. Kurth – The ones we've been getting – Neptune meters – To set ourselves up to eventually go with radio read – With current Neptune – All we have to do – Pop the pin – Twist the top – Twist new top on – Put a pin in it – Ready to go – With old ones – Take old meter out – Install whole new meter – Looking at a couple minutes to take top off – To replace whole meter – Looking at five to seven minutes – Depending on conditions – Ones we've pegged are in backyards, alleys, jump fences – Deal with dogs – Meters that are difficult to read monthly – Won't have to read those – After that – Took section of town where most were difficult to read – Why only replace a few then have to come back to read others – Then each year – Figure where to start and how to go thru town to replace rest

Councilwoman Lettau – So you are talking about ten minutes to replace?

Mr. Kurth – Absolutely – When first became Maintenance Foreman – Had to go through and replace about fifty meters that were broken over the years – Replaced all to Neptune – We could get quite a few done in a day – Pretty simple and straightforward

Councilwoman Meredith: Mr. Mayor, I make a motion to move to approve the purchase of the Neptune Radio Read meter system, including 85 meters and registers, as presented in the quote from HD Supply in an amount not to exceed \$30,033.25.

Councilwoman Stade: I second.

MOTION #8- C. C. Meredith moved and C. L. Stade seconded to approve the purchase of the Neptune Radio Read meter system, including 85 meters and registers, as presented in the quote from HD Supply in an amount not to exceed \$30,033.25.

**ROLL CALL VOTE #8- C. C. Meredith, C. L. Stade, C. M. McLeod, C. L. Lehman - ALL YEAS.
C. M. Lettau – NAY. Motion carried.**

9. ARCHIE BORDEN PARK IMPROVEMENTS (2024/3/232*)

Mr. Kurth – Explanation of park improvements bids

Mayor Carnahan – City has been working on this for years – Received land from School District – Detail of improvements planned for park – High School uses tennis courts for tournaments

Councilwoman Lehman – Slope?

Mayor Carnahan – Flat area only – Not doing slope

Councilwoman Lehman – Doesn't need to be stabilized

Mayor Carnahan – Haven't had any issue

Councilwoman Lehman – Run off?

Mr. Kurth – How set up - Top Soil – Put bank on back side – Nothing runs over edge or washes bank out – Berm around edge – Spray, maintain and maybe gravel just to make look nice

Councilwoman Lettau – Why putting fence up there

Mr. Kurth – Steep slope – 30 ft. to 40 ft. up – My opinion to go with six foot fence – Already kids walking up and down it – Would probably just try to jump four foot fence

Councilwoman Meredith – Recycling bins?

Mayor Carnahan – Bins stay there for now

Councilwoman Stade – Despite blacktop – Still unsightly

Councilwoman Lehman – Screen? Doesn't show from road

Ms. Haug – Opportunity for vandalism – Behind screen – Can't be patrolled from street

Mayor Carnahan – If and when we redo parking at tennis court – Can do something different – For now let's get irrigation in and plant grass – We can talk about beautifying area after this project taken care of

Mr. Kurth – Included cost for top soil – No longer have to purchase – Received all dirt from Fire Station for new building – In exchange for our assistance

Councilwoman Stade – That saved about \$3,000 right there

Councilwoman Meredith: Mayor, I move to award the bid for the Archie Borden Park Improvements to Huesitos Landscaping LLC in an amount not to exceed \$24,000 and to Frontier Fence in an amount not to exceed \$11,000.

Councilwoman Stade: Second.

MOTION #9- C. C. Meredith moved and C. L. Stade seconded to award the bid for the Archie Borden Park Improvements to Huesitos Landscaping LLC in an amount not to exceed \$24,000 and to Frontier Fence in an amount not to exceed \$11,000.

ROLL CALL VOTE #9- C. L. Lehman, C. C. Meredith, C. L. Stade, C. M. McLeod, C. M. Lettau
ALL YEAS. Motion carried.

10. SCHEDULE COUNCIL TRAINING WORKSHOP (2377/2/166*)

Ms. Haug – WCIA – Form – We request them – Council needs to find couple dates they'd like to have – Recommend workshop – Will request dates from WCIA

**** Postpone until May 6th, 2014 Council Meeting ****

11. VOUCHERS (2512/3/288*)

Councilwoman Meredith: Mr. Mayor, I move to approve payment of Claim check numbers 26039 through 26053 and 26063 through 26092 with EFTs as listed in the amount of \$37,153.09 and Payroll checks 26015 and 26054 through 26062 with EFTs as listed in the amount of \$51,856.95, plus the Claim checks in the amount of \$42,643.33.

Mayor Carnahan: Now this is for March 19th and April 15th vouchers.

Ms. Haug: The first column is the vouchers that were paid as of April 1st, and those weren't added in (inaudible) change when I added that line in so it's the \$42,643.33 plus the \$37,153.09 which are the vouchers to be paid tonight.

Councilwoman Lehman: I'll second.

MOTION #10– C. C. Meredith moved and C. L. Lehman seconded for the City Council of the City of Benton City, Washington, to hereby authorize payment of Claim Check Numbers 26039 through 26053 and 26063 through 26092 with EFTs as listed in the amount of \$79,796.42 & Payroll check numbers 26015 and 26054 through 26062 with EFTs as listed in the amount of \$51,856.95 this 15th day of April, 2014.

ROLL CALL VOTE #10–C. M. Lettau, C. C. Meredith, C. L. Lehman, C. L. Stade, C. M. McLeod ALL YEAS. Motion carries.

ITEMS FOR DISCUSSION (2568/1/432*)

1. ROUNDABOUT PROPOSAL – Review/Discuss Criteria for submitting “Public Art” for proposed SR224/SR225 Roundabout

Councilwoman Stade – As designed – Will be boring – No agenda on what is put on sign – But agree there needs to be something – Theme or something to add – Some sort of texture or design – Show pride in our city

Councilwoman Lehman – Established a design committee – Survey provided four suggestions for theme - Country – Historic – Wine – Cowboy – Photo of Carey Building – Have meeting scheduled with graphic designer - Will do building in each style for citizen feedback – Hoping to have design within month or two

Mayor Carnahan – Don't have month or two – Need answer tonight - We'll have to pay – Maybe install – Decide on color of sign tonight – High School colors blue and white – Weren't sure what color of blue - Royal blue and white? Running out of time – Told Julie we would have information tonight

Councilwoman Lehman – Did everyone agree on the style she presented? High to low?

Mayor Carnahan – Present another option later – Not just wine country – Represent all kinds of agriculture - Look into cost at a later time

Councilwoman McLeod – Blue and white – Look once installed

Councilwoman Stade – Not what any of us want – What the group wants

Mayor Carnahan – Let's go with blue and white – Explore alternates later – Do I have consensus on this – Look into additional costs – Not sure what we'll be able to do due to new R.C.W.'s

2. B.C.M.C. 20.60.040 – Review/Discuss existing development requirements for Auto Oriented Uses (2900/1/829*)

******* Postpone until May 6th, 2014 Council Meeting *******

GENERAL COUNCIL COMMENTS (2912/1/000*)

Councilwoman Stade – Red Mountain Rentals – 10 a.m. to 3 p.m. on April 26th – Draft horses - Carriage rides – Native American dancers maybe? Free to public

Councilwoman McLeod – Any more information?

Mayor Carnahan – Needs City Clerk first – If approved – Goes before Council – Should have been brought to City Hall a month ago

ADJOURNMENT – Mayor Carnahan (2966/1/775*)

Councilwoman Meredith: Mr. Mayor, I make a motion that we adjourn the meeting tonight.

Councilwoman Lettau: I second.

MOTION #11– C. C. Meredith moved and C. M. Lettau seconded to adjourn the April 15th, 2014 Regular Council Meeting at 8:36 p.m. (2971/4/771*)

VOICE VOTE #11–C. L. Lehman, C. L. Stade, C. C. Meredith, C. M. Lettau, C. M. McLeod
ALL YEAS. Motion carried.

Meeting adjourned at 8:36 p.m. (2973/4/001*Audio recording ends)



Lloyd Carnahan
Mayor, City of Benton City



Stephanie Haug, CMC
City Clerk-Treasurer

Date: 5/7/14