

**City of Benton City  
Regular Council Meeting Minutes  
January 12<sup>th</sup>, 2016**

**CALL TO ORDER** - Mayor Lehman called the January 12<sup>th</sup>, 2016 Regular Council meeting to order at 7:00 p.m. (02:00:56\*Audio recording begins)

**OATH OF OFFICE – COUNCILMAN SANDRETTO & COUNCILWOMAN COATES** (02:00:33\*)

**PRESENTATION OF THE COLORS** – Councilwoman Coates led the Council and the audience in the Pledge of Allegiance. (01:58:05\*)

**ROLL CALL** - (01:57:32\*)

Council Members Present

**Lisa Stade**

**Mary Lettau**

**David Sandretto**

**Vanessa Coates**

Council Members Absent

**Jake Mokler** (Excused – Work Conflict)

City Staff Present –

**Stephanie Haug, City Clerk/Treasurer**

**Kyle Kurth, Maintenance Foreman**

Other Professionals Present –

**Alan Rainey, City Engineer, Spink Engineering LLC**

**Eric Ferguson, City Attorney, Kerr Law Group**

**Randy Rutledge, Consultant, Benton City EDC**

**Councilwoman Stade:** I make a motion; I move to excuse Councilperson Mokler.

**Councilwoman Lettau:** I second.

**MOTION #1-** C. L. Stade moved and C. M. Lettau seconded to excuse Councilman Mokler from the January 5<sup>th</sup>, 2016 Regular Council Meeting due to work conflict.

**VOICE VOTE #1-** C. V. Coates, C. M. Lettau, C. L. Stade, C. D. Sandretto  
**ALL YEAS.** Motion carried.

**READING AND APPROVAL OF MINUTES** (01:56:51\*)

- **REGULAR MEETING DECEMBER 15<sup>th</sup>, 2015**

**Councilwoman Stade:** Madame Mayor, I move to accept the Agenda as written.

**Councilwoman Lettau:** I second.

**Mayor Lehman:** All in favor?

**Ms. Haug:** Sorry, the Minutes, you said Agenda.

**Councilwoman Stade:** The Minutes, the Minutes as written.

**MOTION #2-** C. L. Stade moved and C. M. Lettau seconded to approve the Minutes of the December 15<sup>th</sup>, 2015 Regular Council Meeting as presented.

**VOICE VOTE #2-** C. V. Coates, C. M. Lettau, C. L. Stade, C. D. Sandretto  
**ALL YEAS.** Motion carried.

**OPENING REMARKS, “HOUSEKEEPING” ITEMS, EXECUTIVE SESSION REQUESTS, ETC.**

None (01:55:39\*)

**APPROVAL OF AGENDA** (01:55:29\*)

**Councilwoman Lettau:** Madame Mayor, I make a motion we approve the Agenda as presented.

**Councilwoman Coates:** I second.

**MOTION #3-** C. M. Lettau moved and C. V. Coates seconded to approve the Agenda as presented.

**VOICE VOTE #3- C. V. Coates, C. M. Lettau, C. L. Stade, C. D. Sandretto**  
**ALL YEAS. Motion carried.**

**VISITOR COMMENTS (01:54:57\*)**

**Wade Haun, Superintendent & Joe Lloyd, Assistant Superintendent, Ki-Be School District** Maintenance & Operations Levy – Ballots due February 9<sup>th</sup> – Summarize what levy is about – Replacement levy – Two year – Levies are for learning – Asking \$300,000 less in levy funding – Pays for Maintenance and Operations - Camp Wooten – Supervision – Music and extracurricular activities - Sports Programs – Cover state and federal shortfalls – Eastside/Westside disparity - \$2.2 million levy – Please vote

**Heather Duncan, Benton City Chamber of Commerce** – City reps always welcome – **Networking Event** – Rustic Barrel – Thursday, January 14<sup>th</sup> from 5:30 p.m. to 7:30 p.m. – **Monthly luncheon** – Thursday, January 21<sup>st</sup> – Jenn Nanz, Executive Director, Red Mountain AVA – What RMAVA doing in 2016 - At Wild Boar Grill – Please RSVP

**Mayor Lehman** – Thanks to Elaine Coates and Quail Crossing – Beautiful flowers

**Michelle McCloud** – Bring back Code book – Congratulations to new council members – Reminder to assign Benton Franklin Mosquito Patrol and YES program – Respectfully request Council review my application for Benton City Planning Commission – Appreciate your support

**REGULAR REPORTS**

**1. EDC REPORT (01:45:59\*)**

**Randy Rutledge, Consultant, Benton City EDC** \* Written report provided \*  
**Robert Dunlap, Hanford REACH, Kennewick** – Historical exhibit

**2. STAFF REPORTS (01:29:14\*)**

**Stephanie Haug, City Clerk/Treasurer** – **Treasurer Report – Public Works Report** – In packets

**3. ENGINEER REPORT (01:29:06\*)**

**Alan Rainey, City Engineer, Spink Engineering LLC** – **Roundabout** – Weather related delay – Relocation of water and sewer – **Well #5 Pumphouse** – Opening bids Friday

**Kyle Kurth, City Maintenance Foreman** – Maintenance Report

**Mayor Lehman** – Agenda Item for January 19<sup>th</sup> meeting

**4. COUNCIL COMMITTEE REPORTS (01:20:22\*)**

**Councilwoman Stade** – Fire Commission Meeting - Ben Franklin Transit – Thursday

**a) Committee Assignments**

**Mr. Ferguson** – Will need motion to move to next meeting – Code states first meeting with new council requires making Committee Assignments

**Councilwoman Stade:** Madame Mayor, I would make a motion to move the discussion and planning of Benton City Committee Assignments to the next meeting.

**Councilwoman Lettau:** Second.

**MOTION #4- C. L. Stade moved and C. M. Lettau seconded to move the discussion of Committee Assignments to the January 19<sup>th</sup>, 2016 Regular Council Meeting.**

**VOICE VOTE #4- C. V. Coates, C. L. Stade, C. M. Lettau, C. D. Sandretto**  
**ALL YEAS. Motion carried.**

**Mr. Ferguson** – Also in Code to appoint Mayor Pro tem during first meeting with new council

**Councilwoman Lettau:** Madame Mayor, I make a motion that we table the Pro tem Mayor to next meeting.

**Councilwoman Coates:** I second.

**MOTION #5-** C. M. Lettau moved and C. V. Coates seconded to approve moving the appointment of the Mayor Pro tem to the January 19<sup>th</sup>, 2016 Regular Council Meeting.

**VOICE VOTE #5-** C. M. Lettau, C. L. Stade, C. V. Coates, C. D. Sandretto  
**ALL YEAS. Motion carried.**

**\*\* SPECIAL PRESENTATION – SUE JETTER & DEB HEINTZ \*\***  
**(01:13:02\*)**

**Mayor Lehman** - Item for Approval on next meeting Agenda - \$15,000 per year

**ITEMS FOR APPROVAL:**

**1. RESOLUTION 2016-01 – PROCLAMATIONS, CERTIFICATES & KEYS TO CITY (00:49:26\*)**

**\*Council Discussion**

**Councilwoman Lettau:** Madame Mayor, I would like to move to approve Resolution #2016-01, a resolution adopting policies and procedures concerning Proclamations, Certificates and Keys to the City.

**Councilwoman Stade:** I second.

**MOTION #6-** C. M. Lettau moved and C. L. Stade seconded to approve Resolution #2016-01, a resolution adopting policies and procedures concerning Proclamations, Certificates and Keys to the City.

**VOICE VOTE #6-** C. M. Lettau, C. L. Stade, C. V. Coates, C. D. Sandretto  
**ALL YEAS. Motion carried.**

**2. PURCHASE REQUEST - COUNCIL EMAIL & CITY TECHNOLOGY – GOOGLE APPS FOR WORK & APPLE iPADS (00:45:14\*)**

**Ms. Haug** – Explanation of purchase request

**\*Council discussion**

**Councilwoman Coates:** I move to approve the purchase of Google Apps in the amount of \$2,299.00 for City email and document services, and the purchase of 7 iPads for Benton City elected officials and the City Clerk in an amount not to exceed \$3,000.00.

**Councilman Sandretto:** I second.

**MOTION #7-** C. V. Coates moved and C. D. Sandretto seconded to approve the purchase of Google Apps in the amount of \$2,299.00 for City email and document services, and the purchase of 7 iPads for Benton City elected officials and the City Clerk in an amount not to exceed \$3,000.00.

**ROLL CALL VOTE #7-** C. D. Sandretto, C. L. Stade, C. V. Coates, C. M. Lettau  
**ALL YEAS. Motion carried.**

**3. PLANNING COMMISSION APPOINTMENT (00:36:44\*)**

**Ms. Haug** – Explanation of Planning Commission appointment

**Mr. Ferguson** – Procedure for consideration of candidates

**Connie Meredith** – Candidate for appointment to Planning Commission

**Michelle McLeod** – Candidate for appointment to Planning Commission

**\*Council Discussion**

**Councilwoman Lettau:** Madame Mayor, I would have to say, preface this motion that I think both of you guys would do a wonderful job but I'm going to move to appoint Connie Meredith to the Benton City Planning Commission Position #2 whose term expires December 31, 2016.

**Mayor Lehman:** Do I have a second?

**Mr. Ferguson:** No second, the motion fails

**MOTION #8-** C. M. Lettau moved and there was no second to appoint to the Benton City Planning Commission Position #2 whose term expires December 31, 2016. Motion failed.

**Mayor Lehman:** Okay, I will entertain another motion for the remaining candidate.

**Councilwoman Coates:** Madame Mayor, I move to appoint Michelle McLeod to the Benton City Planning Commission Position #2, whose term expires December 31, 2016.

**Councilman Sandretto:** I second.

**MOTION #9-** C. V. Coates moved and C. D. Sandretto seconded to appoint Michelle McLeod to the Benton City Planning Commission Position #2 whose term expires December 31, 2016.

**VOICE VOTE #9-** C. L. Stade, C. V. Coates, C. D. Sandretto – YEAS;  
C. M. Lettau – Abstain. Motion carried.

#### 4. CITY HALL BUILDING IMPROVEMENTS (00:29:06\*)

**Mayor Lehman** – Discussion of City Hall Building improvements

##### \*Council Discussion

**Mr. Ferguson:** Just for Council's background; this is an administrative function that typically the Mayor could go ahead and ask Spink Engineering to do, but because it's for a specific item and the amount is over, probably going to be well over \$500, I believe Madame Mayor's coming to the Council to make sure that they're aware that that's a specific expenditure she's requesting Council approval to be able to start that process; to be able to get essentially, give that chunk of work, since it's so sizeable and specific, to Spink Engineering to do that, I think that's the posture of it.

**Councilwoman Stade:** I move to approve the authorization of Spink Engineering to conduct an architectural/structural feasibility report and obtain estimates for accomplishing the re-ordering of work space and evaluate and estimate the cost of eliminating water ingress at City Hall.

**Councilman Sandretto:** Second.

**MOTION #10-** C. L. Stade moved and C. D. Sandretto seconded to approve the authorization of Spink Engineering to conduct an architectural/structural feasibility report and obtain estimates for accomplishing the re-ordering of work space and evaluate and estimate the cost of eliminating water ingress at City Hall.

**ROLL CALL VOTE #10-** C. V. Coates, C. D. Sandretto, C. M. Lettau, C. L. Stade,  
ALL YEAS. Motion carried.

#### 5. EMPLOYEE INCENTIVES PLAN (00:25:24\*)

**Mayor Lehman** – Explanation of Employee Incentives Program

##### \*Council Discussion

#### 6. VOUCHERS (00:19:37\*)

**Councilwoman Lettau:** Madame Mayor, I move to approve payment of Claim check numbers 27340 thru 27346 with EFTs as listed in the amount of \$100,583.46 this 5<sup>th</sup> day of January, 2016, and should I go ahead and do the other one, too? All right, and I move to approve payment of Claim check numbers 27365 thru 27271 with EFTs as listed in the amount of \$56,989.55 this 5<sup>th</sup> day, or I should say this 12<sup>th</sup> day of January, 2016.

**Councilman Sandretto:** Second.

**MOTION #11-** C. M. Lettau moved and C. D. Sandretto seconded to approve payment of Claim check numbers 27340 thru 27364 with EFTs as listed in the amount of \$100,583.46, and payment of Claim check numbers 27365 thru 27271 with EFTs as listed in the amount of \$56,989.55 this 12<sup>th</sup> day of January, 2016.

**ROLL CALL VOTE #11- C. M. Lettau, C. D. Sandretto, C. L. Stade, C. V. Coates  
ALL YEAS. Motion carried.**

**ITEMS FOR DISCUSSION (00:18:29\*)**

**1. MEMORANDUM FROM MAYOR LEHMAN**

Summary: 1) After school and summer programs for youth;  
2) Creating space in City Hall for Mayor's office

**\*Council Discussion**

**2. NEWLY ELECTED OFFICIALS DISCUSSION**

**Ms. Haug** – City facilities tour offer

**GENERAL COUNCIL COMMENTS – None (00:01:21)**

**ADJOURNMENT – Mayor Lehman (00:01:19\*)**

**Councilwoman Stade:** Madame Mayor, I move to adjourn.

**Councilwoman Lettau:** I second.

**MOTION #12– C. L. Stade moved and C. M. Lettau seconded to adjourn the January 12<sup>th</sup>, 2016 Regular Council Meeting at 8:59 p.m.**

**VOICE VOTE #12– C. V. Coates, C. M. Lettau, C. D. Sandretto, C. L. Stade  
ALL YEAS. Motion carried.**

Meeting adjourned at 8:59 p.m. (00:01:10\*)



Linda Lehman  
Mayor, City of Benton City



Stephanie Haug, CMC  
City Clerk-Treasurer

Date: 1/20/16