

**CITY OF PATEROS
COUNCIL MEETING MINUTES
FOR FEBRUARY 21, 2018**

Mayor Anders called the meeting to order at 6:00 p.m. Councilmembers present included George Brady, Mike Harding, Adam Fritz, and Megan Sherrard. Councilwoman Perry was excused. Staff present was Jord & Kerri Wilson. Community present was Sarah Highfield, and Nanno & Angela VanEysinga.

CONSENT CALENDAR

Councilmember Brady moved to accept payment of checks numbers 29166 to 29318. Voided checks 29269. Claim checks total amount of \$665,912.35 and payroll checks total amount of \$40,302.45. Approval of the minutes for the meeting held January 16, 2018 and February 6, 2018 and approval of the mayor's monthly meeting plan. Seconded by Harding. Motion carried unanimously.

AUDIENCE INPUT: None

COMMITTEE REPORTS

CITY REPORTS

Police: Report was submitted in council packets.

Fire Department: Fire Chief Zweigle was unable to attend as he was doing training. Report was submitted in council packets.

Mayor's Report: Mayor Anders informed council that she has set aside time at cityhall on Mondays 9-11:30am and Thursday 1-3pm. She stated she attended City Action Days in Olympia and met with several legislators. OGOG meeting was cancelled this month but TRANGO did meet. Chamber had an informal meeting as there was not a quorum. They did have guest speakers who presented. Mayor Anders met with Superintendent Lois Davis and discussed emergency vehicle access to the school. It was decided that Chris Street would be used for emergency vehicle access instead of Beach Street. Mayor Anders informed council that Nancy Nash with the Okanogan County Housing Authority stated the Pateros Garden Apts were coming up for open market sale and the Housing Authority are hoping to acquire the apartments. Mayor Anders also attended the Department of Natural Resource wildfire summit. There will be a fire meeting on May 23, 2018 on fire prevention. An estimated 150-200 people from all over the nation are planning on attending.

Council Reports: Sherrard stated she met with the Tree Board and planning for Arbor Day has started.

Long Term Recovery: Mayor Anders stating things are continuing through the winter and the Love WA Project is picking up momentum.

School: stated above

City Administrator: Jord Wilson submitted a report in packets for council. His report consisted of updates on all public works projects and remodel of Peninsula and Memorial Park bathrooms. Wilson submitted a water and sewer report for council to review. Brady asked how the old wells were holding up. Wilson stated the new wells need to be in service by May 2018. Sherrard asked about the remodel of the bathrooms. Wilson stated that the Douglas Co PUD would be in charge

of the project and Peninsula was getting a new bathroom and Memorial bathroom would be remodeled.

Clerk-Treasurer, Kerri Wilson:

- General Fund Revenues & Expenditures closed on track.
- Hotel Motel Revenues are on track
- Sale & Use Revenues are on track
- Property Tax Revenues are on track

PUBLIC HEARINGS:

ORDINANCES AND RESOLUTIONS:

- **Resolution 2018-01 Personnel Policies: Sherrard moved to approve Resolution 2018-01, a resolution updating the travel reimbursement section of the Personnel Policies. Seconded by Bange.** Brady asked about reimbursement on conference meals. Wilson stated approval for reimbursement by Supervisor or Mayor has to be given if meals are provided by conference and employee chooses to eat somewhere else. Motion carried unanimously.
- **Resolution 2018-02 Public Record Policy: Harding moved to approve Resolution 2018-02, a resolution updating the Public Record Policy to comply with State Regulations. Seconded by Brady.** Wilson informed council that the city did apply for a grant through the State Auditor's office to help with sorting, archiving and disposing of public records. Motion carried unanimously.
- **Resolution 2018-03 Senior Center: Sherrard moved to approve Resolution 2018-03, a resolution entering into a service agreement with the Brewster Bridgeport Pateros Senior Center and contributing \$500 to operating expenses. Seconded by Bange.** Brady asked for an estimate on how many people in Pateros use the services of the center. Clerk Wilson stated she would reach out to Ron Pasley with the Senior Center to get that information. Motion carried unanimously.
- **Resolution 2018-04 TIB: Brady moved to approve Resolution 2018-04, a resolution approving the consultant agreement submitted to TIB for Engineering Services for the Industrial Way Street Project contingent on TIB approval. Seconded by Bange.** Motion carried unanimously.
- **Resolution 2018-05 Purchase of PW Truck: Harding moved to approve Resolution 2018-05, a resolution approving the purchase of a GMC Truck and the cost of travel to pick up the vehicle. Seconded by Sherrard.** Motion carried unanimously.
- **Resolution 2018-06 Asset Management: Sherrard moved to approve Resolution 2018-06, a resolution entering into a Professional Service Agreement and Software Agreement and authorize the mayor to sign all related documents. Seconded by Harding.** Sherrard asked for clarification on the details of the program. Mayor Anders asked City Administrator Wilson to clarify what the program entails. Wilson stated the program would allow the city to track all infrastructures, mapping, preventative maintenance, work order tracking and archiving of information. Harding stated preventative maintenance is a big deal and if implemented will save man hours. Anders liked that information would be accessible to be able to pull up location of old and new pipes. Anders stated she had concerns at first about if the city stopped using the program; the archives would not be available to the city. This was clarified during the meeting with

the asset management software representatives. Brady stated he was glad that was clarified and the city would still have access to the archived information if for some reason the city stopped using the company or company dissolves. Sherrard asked if staff had shopped around. Wilson stated “yes” and he felt this program best fit the city needs. Sherrard stated her concern on the cost of the program. Motion carried four to one with Sherrard abstaining.

- **Resolution 2018-07 OCOG: Sherrard moved to adopt Resolution 2018-07, a resolution entering into a Interlocal Agreement with Okanogan Council of Governments and authorize the mayor to sign all documents. Seconded by Brady.** Brady asked if there was a fee. Anders stated there is no fee. Motion carried unanimously.
- **Resolution 2018-08 Interagency Agreement with DOE: Harding moved to adopt Resolution 2018-08, a resolution entering into an Interagency Agreement with the Department of Enterprise. Seconded by Bange.** Brady stated we have used this agency in our last Energy Grant and it worked really well for the city. City Administrator Wilson stated the match for the first Energy Grant was 75% and this time it is a lot lower at 25%. The project would need to show considerable savings to the city to make the project work. Motion carried unanimously.
- **Resolution 2018-09 Rezoning: Brady moved to adopt Resolution 2018-09, a resolution authorizing to start the rezoning process of parcel #2310040100 to Public Use. Seconded by Harding.** City Administrator Wilson stated this was a technicality. There is plenty of space on the parcel to put the well house. This process would clarify the setbacks and meet the city code. Motion carried unanimously.
- **Resolution 2018-10 Mutual Aid: Harding moved to adopt Resolution 2018-10 accepting and supporting the Mutual Aid Agreement with the Okanogan County. Seconded by Bange.** Motion carried unanimously.

OTHER BUSINESS:

- **RFQ for Engineering and Surveying: Sherrard moved accept the recommendation from the RFQ Selection Committee with Varela & Associates as Engineering services and Erlandsen as surveying service. Seconded by Brady.** Brady asked if this was for a special project or general for two years. City Administrator stated it was for general. Motion carried unanimously.
- **Park and Rec Plan: Brady moved to accept the Park and Rec Plan for formal review and setting the public hearing for March 19, 2018. Seconded by Sherrard.** Brady read through the plan and felt it was a good plan, he stated he will meet with City Administrator to discuss a few comments. Comments will not change the plan. Motion carried unanimously.
- **Service Agreement: Brady moved to accept the changes made to the service agreement with the White’s. Seconded by Sherrard.** City Administrator stated the following changes:
 - PUD will clarify regarding electrical and who maintains and if existing transformer is staying or getting changed out
 - Survey of the fence line. Erlandsen has surveyed and can come and mark the boundary line
 - Without utilities-planned time be at a maximum of 24-48 hours
 - They asked for the work zone to be 20 feet uphill of transformer

Motion carried unanimously.

ADJOURNMENT: The next regular council meeting will be March 19, 2018 at 6:00 p.m. There being no further business before the City Council, Sherrard made a motion to adjourn at 7:08 pm.; seconded by Brady. Motion carried unanimously.

APPROVED:

Carlene Anders, Mayor

ATTEST:

Kerri Wilson, Clerk-Treasurer