

MINUTES OF THE CITY COUNCIL
OF THE CITY OF PULLMAN
JUNE 14, 2016

Roll Call A regular meeting of the City Council of the City of Pullman was held on June 14, 2016, at 7:00 p.m. in the Council Chambers, City Hall, Pullman, Washington with the following present:

Glenn A. Johnson	Mayor
Leann L. Hubbard	Finance Director
Jeff Hawbaker	Councilmember
Fritz Hughes	Councilmember
Eileen Macoll	Councilmember
Ann Parks	Councilmember
Pat Wright	Councilmember

Call to Order Mayor Johnson called the regular meeting to order at 7:00 p.m. Councilmember Wright moved, Councilmember Hughes seconded to excuse Councilmember Sorensen and Councilmember Weller. The motion carried unanimously.

Announcements Mayor Johnson made five announcements. City Supervisor Workman made one announcement.

Proclamation Mayor Johnson proclaimed June 2016 as general aviation appreciation month.

ORDER OF BUSINESS Approval of Recommendations of Consent Agenda Items

CONSENT AGENDA Mayor Johnson reviewed the items on the Consent Agenda with the Council and audience. He stated that items listed on the Consent Agenda are considered to be routine in nature and will be enacted by a single motion of the Council without separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda by Council request. Councilmember Hawbaker moved, Councilmember Hughes seconded to read the Consent Agenda by title only.

Motion Carried.

City Attorney McAloon read the items on the Consent Agenda by title only. Mayor Johnson asked if there were any requests for removal of items from the Council. There were none. Councilmember Macoll moved, Councilmember Parks seconded to adopt the Consent Agenda as presented.

Motion Carried.

Motions

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| Minutes -
May 24,
2016 | 1. | The Council dispensed with the reading of the minutes of the regular meeting of May 24, 2016, and approved them as submitted. |
| Accounts Pay-
able, Payroll and
Electronic
Transfers - May
18, 2016 to June
13, 2016 | 2. | The Council approved disbursements represented by accounts payable checks numbered 83385 through 83705 totaling \$2,262,856.27 inclusive, payroll checks numbered 69650 through 69783 totaling \$116,379.00 inclusive, and electronic transfers totaling \$1,106,640.60 for May 18, 2016 to June 13, 2016. |

- 2017 Budget Schedule 3. The Council approved the 2017 budget schedule.
- Tank 2 Painting Contract 15-07 4. The Council accepted Tank 2 Painting, Contract 15-07, as complete.

Resolutions

Resolution No. R-35-16 - Set Public Hearing Date 5a. Resolution No. R-35-16
 A RESOLUTION SETTING JULY 12, 2016 AS THE DATE FOR A PUBLIC HEARING FOR THE ADOPTION OF A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF PULLMAN FOR THE YEARS 2017 THROUGH 2022.

Resolution No. R-35-16 was adopted unanimously.

Resolution No. R-36-16 - Set Public Hearing Date 5b. Resolution No. R-36-16
 A RESOLUTION SETTING JULY 12, 2016 AS THE DATE FOR A PUBLIC HEARING FOR THE ADOPTION OF A SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF PULLMAN FOR THE YEARS 2017 THROUGH 2022.

Resolution No. R-36-16 was adopted unanimously.

Resolution No. R-37-16 - Preauthorize the Acceptance of FAA Grant 6. Resolution No. R-37-16
 A RESOLUTION PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT 3-53-0051-042 FOR MULTIPLE PULLMAN-MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING THE RELOCATION OF RUNWAY 6-24.

Resolution No. R-37-16 was adopted unanimously.

Resolution No. R-38-16 - Accept Bid for WWTP Influent Pump Replacement 7. Resolution No. R-38-16
 A RESOLUTION ACCEPTING THE BID OF SHANNON INDUSTRIAL CONTRACTORS, INC. FOR WWTP INFLUENT PUMP REPLACEMENT AND AUTHORIZING EXECUTION AND DELIVERY OF THE CONTRACT FOR SAID PROJECT.

Resolution No. R-38-16 was adopted unanimously.

REGULAR AGENDA

Ordinances

Ordinance No. 16-6 - Revised City of Pullman Standard Construction Specifications 8. Mayor Johnson announced that an ordinance has been prepared revising and amending the Pullman City Code and Ordinances. Public Works Director Gardes reported every two years the City's Standard Construction Specifications are updated. They are the guidelines by which public works improvements are constructed. The base document for these specifications is the current version of the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge, and Municipal Construction. This base document is then amended by the City of Pullman Supplemental Specifications that incorporate specifications particular to Pullman and added drawings. The current WSDOT specifications are the 2016 Edition, and it is appropriate that the City also adopt these specifications.

Ordinance No. 16-6 by title only reads as follows:

AN ORDINANCE ADOPTING REVISED "CITY OF PULLMAN STANDARD CONSTRUCTION SPECIFICATIONS"; AMENDING SECTION 10.44.010 OF THE PULLMAN CITY CODE AND PULLMAN CITY ORDINANCE NOS. B-348 §1 (1977), 80-16 §1 (1980), 81-9 §1 (1981), 83-6 §1 (1983), 89-7 §1 (1989), 91-6 §1 (1991), 94-5 §1 (1994), 97-10 §1 (1997), 98-10 §1 (1998), 00-11 §1 (2000), 02-14 §1 (2002), 04-37 §1 (2004), 07-01 §1 (2007), 08-07 §1 (2008), 10-13 §1 (2010), 13-8 §1 (2013) AND 14-22 §1 (2014) AND OTHER MATTERS RELATING PROPERLY THERETO.

Councilmember Wright moved, Councilmember Hughes seconded to pass Ordinance No. 16-6. The motion carried unanimously.

Ordinance
No. 16-7 - Budget
Amendment

9. Mayor Johnson announced that an ordinance has been prepared amending the 2106 budget. Finance Director Hubbard reported on November 17, 2015 staff requested Council adopt the 2016 budget with the intention of subsequent adjustments to increase the 8.14 percent reserve of operating expenditures. This budget amendment is a result of staff efforts to meet the 13 percent reserve. The budget amendment reduces general fund expenditures by \$898,411. There are also \$318,744 additions for unexpected costs since 2015. This is a net decrease in expenditures of \$579,667, which would result in a projected 15.8 percent reserve of operating expenditures.

Ordinance No. 16-7 by title only reads as follows:

AN ORDINANCE AMENDING ORDINANCE NO. 15-20 ADOPTED NOVEMBER 17, 2015, AND ENTITLED "AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF PULLMAN FOR THE YEAR 2016".

Councilmember Hughes moved, Councilmember Wright seconded to pass Ordinance No. 16-7. The motion carried unanimously.

Resolutions

Resolution
No. R-39-16 -
Personnel
Policies and
Procedures
Manual with
Revised Meal
Reimbursement
Per Diem Rates

10. Mayor Johnson announced that a resolution has been prepared to adopt the personnel policies and procedures manual with revised meal reimbursement per diem rates. City Supervisor Workman reported over the years the policy for reimbursement to employees for meal expenses incurred while traveling on City business has been established by resolution, administrative order, and through personnel policy manual revisions. As employees travel on City business, it is reported that the per diem rates are often inadequate to cover the cost of reasonably offered food options. It is proposed that the current version of the Personnel Policies and Procedures Manual in its entirety, with the noted revisions to meal per diem reimbursement rates, be adopted by City Council, effective August 1, 2016, and future revisions to the manual will be brought to Council for consideration and adoption.

Resolution No. R-39-16 by title only reads as follows:

A RESOLUTION ADOPTING THE CURRENT VERSION OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL WITH REVISED MEAL REIMBURSEMENT PER DIEM RATES.

Councilmember Wright moved, Councilmember Hughes seconded to adopt Resolution No. R-39-16. The motion carried unanimously.

Resolution 11.
No. R-40-16 -
Washington State
TIB grant for LED
streetlight
conversion

Mayor Johnson announced that a resolution has been prepared authorizing the execution of a Washington State Transportation Improvement Board (TIB) grant application for LED streetlight conversion. Public Works Director Gardes reported TIB has a funding program to help cities convert to more energy efficient LED streetlights by funding the initial capital costs associated with the conversion. Mayor Johnson introduced Paul Kimmell, Regional Business Manager/Palouse Region of Avista. He reported TIB's Relight Washington Program saves 30 percent energy costs and LED light is vastly superior to high pressure sodium lighting. He also reported Avista has an electric vehicle charging site pilot program where costs are provided in exchange for testing. Public Works Director Gardes recommended adoption of the resolution authorizing submittal of a TIB grant application for LED streetlight conversion.

Resolution No. R-40-16 by title only reads as follows:

A RESOLUTION AUTHORIZING THE EXECUTION OF A WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD GRANT APPLICATION FOR LED STREETLIGHT CONVERSION.

Councilmember Hughes moved, Councilmember Macoll seconded to adopt Resolution No. R-40-16. The motion carried unanimously.

Discussion

Joint Meeting 12.
with Moscow City
Council

City Supervisor Workman reported one of Council's goals is to meet again this year in an informal setting with the Moscow City Council. In coordination with Moscow, Wednesday, July 20 has been selected as the date for this meeting. He requested agenda items. Councilmember Macoll recommended regional emergency response be a top discussion priority. Councilmember Parks recommended transportation between Pullman and Moscow. Other agenda items are Pullman-Moscow Regional Airport, marijuana, water, and regional economic development.

NEW BUSINESS

Mayor Johnson asked if there was any new business. There was no new business.

EXECUTIVE SESSION

At 7:32 p.m., Mayor Johnson announced that the Council would take a five-minute break and then meet in an Executive Session for the purpose of:

Confer with legal counsel representing the City concerning potential litigation that the City reasonably believes may be commenced by or against the City by a governing body or a member acting in official capacity, to review the performance of publicly bid contracts, and discuss the strategy or position to be taken by the City during the course of collective bargaining or a grievance

proceeding.

The meeting was adjourned at 7:33 p.m. for the five-minute break and then to hold the Executive Session which was scheduled for approximately 25 minutes. The Executive Session started at 7:38 p.m. The Executive Session had two extensions for 5 minutes and 10 minutes. The Executive Session ended at 8:15 p.m.

ADJOURNMENT

Councilmember Hughes moved, Councilmember Parks seconded to adjourn the regular meeting of the City Council.

Motion Carried.

Mayor Johnson adjourned the regular meeting of the City Council at 8:16 p.m.