City of Airway Heights
CITY COUNCIL
MEETING MINUTES

13120 W. 13th Ave. Airway Heights, Washington

Monday, March 2, 2009

Agenda Workshop: 5:30 PM

1. **Call to Order by Mayor Pederson at 5:43 PM**
2. **Roll Call by Clerk-Treasurer Richard Cook**

Mayor Matthew Pederson	P
Deputy Mayor Larry Haskell	P
Patrick Rushing	A
Charlotte Lawrence	P
Donald Mitchell	P
Kevin Richey	P
John Holloway	P

Staff Present: City Manager Albert Tripp; City Attorney Nathan Smith; Public Works Director Bryan St Clair; Assistant City Planner Derrick Braaten; Clerk-Treasurer Richard Cook; Accounting/Records Clerk Victor Bolstad.

3. **Agenda Review:**

Announcements/Presentations

Cheney School District- Larry Keller

Public Hearings

Consent Agenda

ITEM A: Purchase Approval Register
ITEM B: Warrant Register Approval
ITEM C: Summary Report Treasurers Report and Bank Reconciliation
ITEM D: Quarterly Financial Position Report
ITEM E: Investment Report

Action Items

ITEM F: Selection of Engineering Services for 2009
ITEM G: Amendment to Memorandum of Understanding
ITEM : Consideration of Annexation Request of Approximately 111 Acres Removed item H
ITEM H: Award of Bid for AWRF Phase 1A Construction
ITEM I: Approval of Work Order 05-2008, Construction Management Services
ITEM J: Approval of Job Descriptions for AWRF positions
ITEM K: Reappoint Barron Williamson Jr. for Planning Commission

Ordinances:

ITEM L: 1st Read of Ordinance C-697, Salary Ordinance

Resolutions: - None
Workshop: None
Executive Session: None

Adjourned agenda workshop at 6:02 PM

Legislative Session: 6:00 PM

1. **Invocation led - None**
2. **Pledge of Allegiance led by Mayor Matthew Pederson**
3. **Call to Order by Mayor Matthew Pederson at 6:13 PM**
4. **Roll Call by Clerk-Treasurer Richard Cook**

Mayor Matthew Pederson	P
Deputy Mayor Larry Haskell	P
Patrick Rushing	P
Charlotte Lawrence	P
Donald Mitchell	P
Kevin Richey	P
John Holloway	P

Staff Present: City Manager Albert Tripp; City Attorney Nathan Smith; Public Works Director Bryan St Clair; Assistant City Planner Derrick Braaten; Clerk-Treasurer Richard Cook; Accounting/Records Clerk Victor Bolstad.

5. **Agenda Approval**
   Motion to approve agenda by Deputy Mayor Haskell with changes noted, Seconded by Councilmember Lawrence. Motion approved unanimously.

6. **Announcements/Presentations**

   Cheney School District- Larry Keller

   Non-Council announcements: - None
   Deputy Mayor Haskell:
   Councilmember Rushing:
   Councilmember Lawrence:
   Councilmember Mitchell:
   Councilmember Richey:
   Councilmember Holloway:
   Mayor Pederson:

7. **Council Reports**

   Deputy Mayor Haskell: Attended Public Safety meeting but missed Finance, however items are on the agenda.
   Councilmember Rushing: No report
   Councilmember Lawrence: Finance and Public Safety items on agenda tonight.
   Councilmember Mitchell: No report
   Councilmember Richey: Public Safety items are on agenda tonight.
   Councilmember Holloway: No report

Mayor Pederson: Attended the Finance meeting and Community Economic Development meeting, discussed items for future weekly meetings regarding annexation.

8. Public Hearings- None

9. Consent Agenda

ITEM A: Purchase Approval Register

Requesting approval of the Purchase Approval Register in the amount of $8,534.92 to Witherspoon Kelley, et al for Professional Services, for a total of $8,534.92.

ITEM B: Warrant Register Approval

The Warrant Register for December 2008 consists of Claims vouchers 25071 through 25276, 25354, 25402, 25403 and 25559 totaling $592,951.31 and Payroll vouchers 22385 through 22403 and Electronic Payroll Transfer notices E900817 through E900894 totaling $248,548.65 for a total of $841,499.96.

Warrants 25277 through 25330 not used due to computer maintenance problems.

The Warrant Register for January 2009 consists of Claims vouchers 25331 through 25478 totaling $432,665.49 and Payroll vouchers 22404 through 22419 and Electronic Payroll Transfer notices E900895 through E900969 totaling $235,132.38 for a total of $667,797.87.

ITEM C: Summary Report Treasurers Report and Bank Reconciliation

Acknowledge receipt of the Summary Report of City of Airway Heights Treasurer's Report and Bank Reconciliation for December 2008. Bank account Cash and Investments and Fund Balance total is:

December 2008	$10,060,903.53

ITEM D: Quarterly Financial Position Report

Acknowledge receipt of Quarterly Financial Position Report for the period January 1 through December 31, 2008.

ITEM E: Investment Report

Acknowledge receipt of the Investment Report for January 2009 in accordance with Airway Heights Municipal Code §3.74.040, Committee – Monthly Report.

Ending investment balances at January 31, 2009 are:

LGIP #20	$7,952,207.73
LGIP #22	323.90
LGIP #23	138,408.12
Certificate of Deposit – INB	240,588.61
Total	$8,331,528.36

Motion by Councilmember Richey, Seconded by Councilmember Rushing. Motion approved unanimously.

10. Action Items

ITEM F: **Selection of Engineering Services for 2009**

Request Council approve the selection of Century West Engineering to provide engineering services for the City for 2009.

Motion by Deputy Mayor Haskell, Seconded by Councilmember Richey. Motion approved unanimously.

ITEM G: **Amendment to Memorandum of Understanding**

Request Council approval of the Amendment to the Memorandum of Understanding between the City of Spokane and the City approved on January 20, 2009.

Motion by Councilmember Lawrence, Seconded by Councilmember Richey, Motion passed. Councilmember Rushing abstained.

ITEM : **Consideration of Annexation Request of Approximately 111 Acres**

Request Council consider the annexation request submitted by American Engineering Corporation representing the owners of six parcels of approximately 111 acres located South of SR2 between Fairview Heights Road and Craig Road.

ITEM H removed

ITEM H: **Award of Bid for AWRF Phase 1A Construction**

Request Council award the bid for the Advanced Wastewater Reclamation Facility (AWRF) Phase 1A, Base bid Schedule A and Additive Alternate Schedule B, to Goebel Construction of Spokane Washington with a low bid of $7,629,653.00. Engineers Estimate was $11,229,036.10.

Motion by Mayor Pederson, Seconded by Councilmember Richey. Motion approved unanimously.

ITEM I: **Approval of Work Order 05-2008, Construction Management Services**

Request Council approval of Work Order 05-2008 with Century West Engineering to provide Construction Management Services for Phase 1A of the Advanced Wastewater Reclamation Facility (AWRF) project. Not to exceed amount is $961,500.00 from line 594-35-65-02, Department of Ecology Grant-Capital Expenditures.

Motion by Councilmember Mitchell, Seconded by Councilmember Rushing. Motion approved unanimously.

ITEM J: **Approval of Job Descriptions for AWRF positions**
Request Council approval of the job descriptions for the positions required to support the AWRF, Treatment Plant Operator III (Operational), Treatment Plant Operator III (Pre-Operational), Treatment Plant Operator II and Water-Sewer Specialist/Wastewater Treatment Plant Operator I.
Motion by Councilmember Rushing, Seconded by Councilmember Lawrence. Motion approved unanimously.

ITEM K: **Reappoint Barron Williamson Jr. to Planning Commission position #4 with the term expiring January 31, 2013.**
Motion by Councilmember Rushing, Seconded by Councilmember Richey. Motion approved unanimously.

Ordinances:

ITEM L: **1st Read of Ordinance C-697, Salary Ordinance**
An ordinance amending ordinance C-692, which fixed the positions, salaries and compensation for appointed officers and employees of the City for 2009, by adding the positions of Treatment Plant Operator III (Operational), Treatment Plant Operator III (Pre-Operational), Treatment Plant Operator II and modifying the job title for Water-Sewer Specialist.
Motion to Suspend the rules to pass after one read by Councilmember Lawrence, Seconded by Councilmember Rushing, Motion approved unanimously.
Read by Clerk-Treasurer Richard Cook.
Motion by Councilmember Rushing to approve Ordinance C-697, Seconded by Councilmember Lawrence. Motion approved unanimously.

Resolutions: -None

11. Citizen's Comments: - None

12. Staff Reports

Albert Tripp: The annual Audit is on the web site for review, thank you Mr. Cook for doing an outstanding job. Mayor Pederson also noted Mr. Cook is the best Clerk-Treasurer the City has ever had and we are very thankful for his dedication and hard work.
Nathan Smith: No report
Bryan St Clair: We have two PW employees who have entered a Pipe Tapping Team to see how fast they can tap into the water system, they are joined by two members from Spokane and compete with other cities for the best time. They would like to demonstrate for the council and we will keep you posted to the date of that event.
Victor Bolstad: No report

Richard Cook: Sales tax is up a little from last year at this time due to construction but this is not something that we can count on each year, at this time we are 1.7% ahead for the year.

13. Workshop- None

14. Executive Session

Adjourned to Executive Session at 7:15 to discuss with City Legal Counsel representing the City in litigation or potential litigation to which the City, the City Council, or City employees are, or are likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the City and To evaluate the qualification of an applicant for public employment or to review the performance of a public employee. However, subject of RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee, that action shall be taken in a meeting open to the public.
Reconvened to Regular Session at 7:36 PM

15. Adjournment

Motion to adjourn by Councilmember Rushing, Seconded by Councilmember Richey. Motion approved unanimously.

Adjourned Regular Session at 7:38 PM

APPROVED: **ATTEST:**

Matthew S. Pederson, Mayor **Richard G. Cook, Clerk-Treasurer**

This meeting was audio and video recorded. Anyone wishing to view either copy may contact the Clerk-Treasurer at City Hall.