

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 6, 2023

CALL TO ORDER

Mayor DuPuy called the regular council meeting to order at 5:30 pm.

ROLL CALL

Council Members Present: Bryson, Carlson, Carson, Rushton, Sharp, Taylor and Woodhouse.

City Staff Members Present: Police Chief Cox, City Planner Kovach, Deputy Clerk Olson and Administrative Assistant Siebert.

AGENDA ITEMS

- **CONSENT AGENDA**
 - A. Regular Council Meeting Minutes – November 15, 2023
 - B. Budget Meeting Minutes – November 29, 2023
 - C. Claim EFTs & Claims #22848-22884 in the amount of \$89,049.49
 - D. Payroll EFTs & Claims #22841-22844 in the amount of \$28,645.49
 - E. Payroll EFTs & Claims #26399 in the amount of \$32,944.72
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING**
 - A. 2024 Final Budget
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Building Use and Maintenance Agreement between the City of Soap Lake and North Central Washington Libraries
 - B. Memorandum of Understanding for Library Improvement Project
- **NEW BUSINESS**
 - A. Consultant Agreement for Design Engineering for 2024 Scrub Seal
 - B. Presentation of Final Budget to Councilmembers – no formal action taken until adopted at next Council Meeting
 - C. Discussion of Employee Vacation Time and Part-time Utility Clerk
- **NEXT ORDINANCE #1342; NEXT RESOLUTION #1004**
- **COMMENTS**
- **ADJOURNMENT**

Mayor DuPuy asked that item (C) under New Business be added to the agenda for this evening.

CONSENT AGENDA

M/Bryson, S/Carson; to accept the consent agenda as presented with items under New Business added. **Motion carried unanimously.**

MAYOR'S MESSAGE

Mayor DuPuy said that he had met with all department heads and feels that all departments are working well together.

There is a team that has formed to review the water/sewer rates. Councilmember Carlson and residents Judith Gorman and Fred Slipper will meet this week and bring a recommendation back to Council soon.

The Gray & Osborne representatives are here to discuss the scrub seal grant, New Business (A).

PUBLIC HEARING

A. 2024 Final Budget

Opened at 5:34 PM

Marsha Neihart wanted to know what the City and PD are doing to retain Police Officers.

Closed at 5:37 PM

REPORTS OF STANDING/SPECIAL COMMITTEES

Councilmember Bryson said that the next meeting for the Creative District would be held in January.

Councilmember Rushton wanted to know if any applications were received for tourism fund distribution. Councilmember Taylor said that two applications were received and that the Chamber had also received some. Councilmember Rushton said that the Tourism Committee would be reviewing these applications and making an announcement on distribution of funds.

Judith Gorman said that the Lake Liaison Committee would be meeting on Friday at the Community and Senior Center at 1:00 PM.

PUBLIC COMMENT

Marsha Neihart, 419 W Main- again she is concerned about Officers leaving the PD and the large expense to the City.

OLD BUSINESS

- A. Building Use and Maintenance Agreement between the City of Soap Lake and North Central Washington Libraries – **M/Bryson, S/Carlson**; motion to accept the building use and maintenance agreement between the City of Soap Lake and North Central Washington Libraries. **Motion carried unanimously.** Discussion involved talking about branding color pallets, as both the City of Soap Lake and NCWL have their own branding styles. Also, the deficiencies outlined in the agreement (baseboard heating, parking lot and HVAC system) were discussed. There will be a public meeting on December 14th at the Community & Senior Center at 5:30 PM, held by NCWL, for residents to attend.
- B. Memorandum of Understanding for Library Improvement Project – **M/Bryson, S/Taylor**; motion to accept the memorandum of understanding for the Library Improvement Project. **Motion carried unanimously.** An exhibit C will be presented to NCWL from the City documenting how the City will address the deficiency concerns.

NEW BUSINESS

- A. Consultant Agreement for Design Engineering for 2024 Scrub Seal – **M/Rushton, S/Carson**; to approve the Consultant Agreement for design engineering services related to the 2024 Scrub Seal Project with Gray & Osborne, Inc. **Motion carried unanimously**. This project is 100% grant funded. The amount received was \$2.15 million and the consultant fee of \$25,000.00 is included in the total project cost. This treatment will last between 3-5 years and will be applied to those streets that G&O will recommend after the review.
- B. Presentation of Final Budget- the budget has been presented to Councilmembers. Adoption of the final budget will be during the next Council Meeting.
- C. Discussion of Employee Vacation Time and Part-time Utility Clerk – Mayor DuPuy asked Councilmembers to consider cashing out the Public Works Supervisor vacation time accrued that is over 240 hours. Council discussed the accrual and agreed to review a proposed resolution. M/Carson, S/Sharp; to authorize the Mayor to create a resolution to allow Public Works employee, Darrin Fronsman, to carry over 240 hours of vacation time to next year for this one time. The resolution would address the payout of the excess vacation time over the pay periods of January 2024-January 2025. Mayor DuPuy then addressed the need for part-time utility clerk hours. Council consented to allowing the Mayor to seek a part-time utility clerk and negotiate hours and pay for a part-time utility clerk.

REPORT OF CITY OFFICERS

Fire Chief Baker- The department received \$5000.00 in donations to purchase an auto pulse CPR device that can be used in place of manual CPR. This device typically costs around \$20,000.00. In November the department responded to 48 incidents, bringing the year-to-date total to 571. There were 24 calls in the City of which 22 were EMS and 18 were transported. There were 2 structure fires. The Chief has attended the Train the Trainer class which is a state requirement. A steering committee has been formed between the department, CBH and Lifeline. The public is welcome to attend meetings.

City Planner Kovach – A couple of November permits are being worked on: the re-roofing project at Akins and the replacement of antennas on the T-Mobile tower. He is also working with the LLC and reviewing an old Department of Interior document relating to Lake water levels.

Chief Cox- Today was Officer Blair's last day with SLPD. New Officer will start on December 18th and start the academy in January. The Tip-a-Cop event held at Busy Bean raised over \$1600.00 for Shop-with-a-Cop event happening on December 18th. To address Ms. Neihart's concerns over losing Officers and the cost of hiring new ones, Chief explained that a 3-year contract is offered to all new Officers that have to attend the academy which includes a penalty if they leave the department before the three years is up.

Deputy Clerk Olson – She explained her gratitude to Mayor Pro-Tempore Taylor, as the process of the budget season unfolded these last few months. She is also thankful to Mayor DuPuy and

his proactive approach with City Staff. She is continuing to cross-train staff, organize the work area, and concentrate efforts to provide excellent customer service to Soap Lake residents. Preparations are being made for next year's state audit.

Next Ordinance #1342; Next Resolution #1004

COMMENTS

Councilmember Bryson thanked everyone's efforts for Winterfest and how nice the turnout was downtown and at the bazaar. She also thanked the lighting/decorating volunteers.

Councilmember Carson seconded the thanks for all the help with Winterfest. The Chamber has listed on their website some upcoming events for next year and volunteers are always welcome.

ADJOURNMENT

M/Rushton, S/Sharp; move to adjourn at 6:51 PM. Motion carried unanimously.

Allen DuPuy, Mayor

Jody Siebert, Administrative Assistant