

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 7, 2021

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Arnold, Bratton, Rushton, Sanderson, Still and Tweedy.

City Staff Members Present: Police Chief Cox, City Administrator Tijerina, City Attorney Norton, Fire Chief Sheppard, City Planner Piercy, and Administrative Assistant Siebert.

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – March 17, 2021
  - B. Claim EFTs & Claims #20862-20902 in the amount of \$79,285.51
  - C. Payroll EFTs & Claims #26074-26078 in the amount of \$71,883.41
- **MAYOR'S MESSAGE**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Council Action on Annexation
  - B. Municipal Court Clerk Inter Local Agreement
  - C. Soap Lake City Hall Update
- **NEW BUSINESS**
  - A. Agreement for Water System Improvements Phase III
  - B. Business License Regulations in the City Code
  - C. Masquers Theatre Request for Funds
  - D. Revised PW Job Descriptions
  - E. AARP Community Project Grant
  - F. High Hill city Property Purchase Offer
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1317; NEXT RESOLUTION #957**
- **EXECUTIVE SESSION – Consideration of Sale of Real Estate, RCW 42.30.110(1)(b)**
- **COMMENTS**
- **ADJOURNMENT**

**M/Tweedy, S/Rushton;** to excuse Councilmember Agliano from this evening's council meeting.  
**Motion carried unanimously.**

## **CONSENT AGENDA**

**M/Tweedy, S/Still**; to accept the consent agenda as presented. **Motion carried unanimously.**

**MAYOR'S MESSAGE** DW Construction will finish punch list from sewer and water project this month.

West Beach entry design has been started by Grey & Osborne. A preliminary design will be posted on the City's website for public comment.

The City has some job openings: applications are being accepted for Public Works, the Police Department and for Camp Host. The City is also looking for a volunteer to work with the Policy Committee as a Coordinator for Youth Program Activities.

Mayor Kovach thanked the Fire Department for their quick response to and containment of the recent church fire.

Six new trees were planted by volunteers at the east side of Lauzier Park. These replacement trees are better suited for the soil.

## **REPORTS OF STANDING/SPECIAL COMMITTEES**

Tourism Committee – Councilmember Sanderson summarized the process for applications for funding. In the past, applications were due by October 31<sup>st</sup> and reviewed by the Committee in March for allocation of funds. Last year, due to COVID-19, this process was not followed. The Committee has decided to accept applications until May 10, 2021. After this, the Committee will meet to review all applications and recommendations for funding will be made at the following Council Meeting. Applications can be found on the City's website and dropped off at City Hall. In light of this new deadline, New Business Item (C) Masquers Theatre Request for Funds will be tabled at this time.

Councilmember Still said that Memorial for Marina Romary is still moving forward with input from community.

## **PUBLIC COMMENT**

Marsha Neihart, 419 W Main: Shared concern that where the roadway was disturbed from recent water/sewer upgrades it has not been smoothed over.

Comment was received from Ms. Rowan, but this will be reserved and added to the upcoming public hearing record for the SEPA application process for the temporary rock crushing permit.

## **OLD BUSINESS**

- A. Council Action on Annexation – City Planner Piercy stated that the City held a Public Hearing, and it is now closed. Councilmembers were provided a record of comments received. He is seeking direction from the Council and asked if they had any questions. Specifically, City Planner Piercy asked the Council if they were wanting to move forward with the annexation process. If they were not, then the process would end and there would be no further action. If they were wanting to move forward, then he asked that they consider options to continue the process. After discussion, the Council agreed to move forward with annexation and asked that an interlocal agreement between the City and Grant County be drawn up to complete the process. **M/Tweedy, S/Still**; to move forward with the annexation and the

second option presented. **Motion carried unanimously. M/Arnold, S/Still;** a motion to proceed with the annexation under an interlocal agreement (ILA) between the City and Grant County. **Motion carried unanimously.** This second motion was made for clarification.

- B. Municipal Court Clerk Inter Local Agreement – no update
- C. Soap Lake City Hall Update – Councilmembers would like to tour the old City Hall building to view the extent of construction that would be needed to allow the building to be used by staff again. A City Council Retreat was scheduled for April 21<sup>st</sup> at 4:30 pm, right before the next Council Meeting.

### **NEW BUSINESS**

- A. Agreement for Water System Improvements Phase III – **M/Tweedy, S/Sanderson;** to approve the Agreement for the Water (Phase III) Improvements with Gray & Osborne. **Motion carried unanimously.** Funding comes from Community Development Block Grant, funds remaining from RD project and a budgeted \$10,000.00 City match.
- B. Business License Regulations in the City Code – Councilmembers would like the City Attorney to review this part of the City’s Municipal Code and make suggestions to Policy Committee to bring to Council for approval of changes.
- C. Masquers Theatre Request for Funds – item tabled. Will be brought back on May 19<sup>th</sup> Agenda.
- D. Revised PW Job Descriptions – **M/Tweedy, S/Sanderson;** to approve all job descriptions as presented. **Motion carried unanimously.** City Administrator Tijerina will be working with the Department of Ecology for one more job description for Operator in Training which will be brought to next Council Meeting for Council approval. The job descriptions presented help to reorganize the Public Works department and better fit the City’s current needs.
- E. AARP Community Project Grant – **M/Bratton, S/Tweedy;** to move forward with the AARP Grant Application and include matching City funds of \$2500.00 by budget amendment. **Motion carried unanimously.** Mayor explained that the \$2500.00 matching funds may be able to come from the TBD fund.
- F. High Hill City Property Purchase Offer – City Attorney Norton explained that the City was approached to sell this property and should decide if this property could be surplus and how the sale could proceed. Options being negotiated sale, sealed bid, or through auction. There was a consensus from Councilmembers to discuss further during an Executive Session.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – He has been working closely with the Department of Ecology and the Waste Water Treatment contractor and learning a lot about this part of the City’s structure.

**Chief Cox** – SLPD was involved in a pursuit last Friday and one of the Grant County K-9 units assisted in the apprehension of the suspect.

Sale of a special SLPD Autism Patch raised funds that will be donated to the Soap Lake School District for support of their Children’s Special Needs Programs. Chief Cox is planning on having a similar fundraiser in October for Breast Cancer Awareness with another specially designed SLPD patch. Funds raised would go to local charity.

Officer Gallaher recently completed Advanced Roadside Impaired Driving Enforcement Training and Sgt. Nulph is currently taking a supervisor training.

K-9 Billie’s patrol training has been put on hold pending Washington State legislation that is currently before the legislature concerning use of patrol canines.

**Fire Chief Sheppard** – Since last meeting they have responded to one electrical hazard, 3 outside burnings, 14 EMS calls and one structure fire. During these call outs, it was discovered that some of the new fire hydrants have the wrong fittings installed. A correction to this is being made by Public Works.

One address within the City that has been called on by the Fire Department and the Police Department for several outside burnings will be turned over to the Department of Ecology for follow up warning and possible fine issuance if this problem continues.

Fire Chief Sheppard conducted an investigation of the recent church building fire. It is his opinion that the fire started in the kitchen area of the church from a small kitchen appliance being left unattended.

**City Planner Piercy** – The City is processing two conditional use permits/ SEPA applications. The first is for a temporary rock crushing permit. This would allow for the RV development site to crush rocks on-site and use for the development of the site. There will be a public hearing for this and then the decision to approve or deny will come before Counsel. The second application is for the School District to move the Bus Barn area to property by the tennis courts.

Council member Still asked about a property on Juniper that has a burned house on it. The owner has been identified and City Planner Piercy can contact the owner for property clean-up.

**Next Ordinance #1317; Next Resolution #957**

**Executive Session** – Consideration of Sale of Real Estate, RCW 42.30.10(1)(b)

Start: 7:35 pm for 15 minutes

Extended for 5 minutes

Extended for 2 minutes

Ended: 7:57 pm

**M/Sanderson, S/Tweedy;** to authorize the Mayor to seek market analysis and explore feasibility and terms associated with potential future sale. **Motion carried unanimously.**

**COMMENTS**

Council Member Sanderson believes the annexation of property into City will create revenue and help lower utility costs to local residents.

Council Member Arnold asked for clarification on City Hall bids. Mayor said that bids will go out once Gray & Osborne finalize design plan.

Council Member Bratton reminded everyone that a volunteer is needed to help coordinate Youth programs.

**ADJOURNMENT**

**M/Tweedy, S/Arnold; move to adjourn at 8:03 PM. Motion carried unanimously.**

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Alex Kovach, Mayor

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Jody Siebert, Administrative Assistant