

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 18, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Tramayne, Wellein, Brown, Glassco, Lair and Rushton

City Staff Members Present: Deputy Clerk Richardson, Chief Cox, Officer Hislop, Officer Geates, Officer Diaz, Officer Rowland, and Admin. Asst. Lani Babak

Also present: Fire Chief Sheppard

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - December 21, 2016

Claims EFTs & Claims #17212 - 17277 in the amount of \$260,326.92

Payroll EFT's & Payroll #25270 - 25280 in the amount of \$47,703.07

A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale Thereof.

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF STANDING COMMITTEES**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **OLD BUSINESS**

A. Audio for Council Room - Hoffman Pro Systems

➤ **NEW BUSINESS**

A. Recommendation for Police Chief

B. Public Works Update

C. Committees, Boards, and Commissions

D. Express Bill Pay

E. Utility Occupation Tax - Water - Ordinance 1120 - An Ordinance Amending Soap Lake Municipal Code Section 3.44.030 of Chapter 3.44 Entitled "Utility Occupation Tax"

F. City Sponsorship of Hydroplane Boating Event

G. Soap Lake Mineral Water System issues

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE 1244, NEXT RESOLUTION 854**

➤ **COMMENTS**

➤ **ADJOURNMENT**

CONSENT AGENDA

M / Lair, S / Rushton; to approve the consent agenda. Motion carried unanimously.

MAYOR'S MESSAGE

Mayor Gravelle thanked the council and citizens for coming out in the bad weather.

Mayor met with the Department of Ecology and Gray and Osborne, Inc. and discussed the \$67,000.00 grant for a storm water plan. Mayor talked about the National

Physical Activity Plan Webinar. He encouraged council and the public to check out Sulphur Springs, Texas' website. They call themselves the Celebration City.

REPORT OF STANDING COMMITTEES

The Parks Committee is working on a playground equipment wish list and seeking grant funding.

REPORT OF SPECIAL COMMITTEES

Lake Liaison Committee - Judith Gorman updated council. The committee is continuing to research and gather information. Gorman says minerals need to be recycled back into the lake. Bonnie Holt continues to gather and organize Ordinances that relate to the lake. A fact and fiction document is also being considered to be used as a tourist welcome. The committee is working on a letter supporting no rotenone use on nearby lakes.

OLD BUSINESS

A. Audio for Council Room - Hoffman Pro Systems - **M / Brown, S / Glassco**; to authorize the purchase and installation of the Wireless Sound System for \$22,676.01. Discussion ensued. Council feels they may be able to find something less expensive. Councilmember Glassco to research other options. **Motion and Second withdrawn.** Moved to February 1, 2017 Agenda.

NEW BUSINESS

A. Recommendation for Police Chief - Mayor Gravelle announced his recommendation for police chief as Ryan Cox. **M / Tramayne, S / Wellein**; to appoint Ryan Cox as Soap Lake Chief of Police. **Motion carried unanimously.** Chief Cox was sworn in by Mayor Gravelle.

B. Public Works Update - moved to February 1, 2017 agenda.

C. Committees, Boards, and Commissions - Council reviewed committees, boards, and commissions. **M / Rushton, S / Brown**; to re-appoint Councilmember Wellein to the Grant County Transit Authority Board. **Motion carried unanimously.** Councilmember Glassco asked for an alternate for the Grant County Health District Board. Councilmember Tramayne volunteered.

D. Express Bill Pay - moved to February 1, 2017 agenda.

E. Utility Occupation Tax - Water - Ordinance 1120 - An Ordinance Amending Soap Lake Municipal Code Section 3.44.030 of Chapter 3.44 Entitled "Utility Occupation Tax" -

M / Brown; to amend ordinance. **Motion fails for lack of a second.** Discussion ensued.

M / Brown, S / Rushton; to amend Ordinance 1120 changing Water Utility Tax from 18.75% to 15%. **Motion carried unanimously.**

F. City Sponsorship of Hydroplane Boating Event - Councilmember Sanderson shared a Title Sponsor request from the Seattle Drag & Ski Sprint Boat Association. The \$2,500.00 Title Sponsor package includes a lot of advertising for the Title Sponsor. The Soap Lake Race is going to be the first race of the season this year being held May 20th and 21st. Discussion ensued. **M / Tramayne, S / Wellein;** to approve the City sponsoring the Seattle Drag & Ski Sprint Boat Hydroplane Regatta for 2017 for \$2,500.00. **Motion carried. Tramayne, Wellein, Sanderson, Lair, Brown, and Rushton for. Glassco against.**

G. Soap Lake Mineral Water System issues - Discussion ensued. Council received letter from Soap Lake Natural Spa and Resort. Moved to February 1, 2017 agenda for further discussion.

REPORTS OF CITY OFFICERS

Fire Chief Sheppard reports calls in 2016 as follows: 157 calls in the City; 121 medical, 8 fire alarms, 3 structure fires, 10 outside fires, 2 suspicious odors, 3 car fires, 1 water rescue, 1 welfare check, 1 law assist, 4 smoke investigations, and 3 illegal burns. The City has 109 fire hydrants. 15 are the very old style and should be replaced as soon as possible. Sheppard suggests the City replace 15 to 20 hydrants per year and add one near Westhaven Condominiums.

COMMENTS

Councilmember Sanderson received a text from Seattle Drag & Ski Boat Race Director, Aaron Stephens, saying Thank You to the City for being the Title Sponsor this year.

Councilmember Glassco asked about an ordinance regarding abandoned property in the City. Deputy Clerk to bring back a couple of samples.

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S / Rushton;** to adjourn at 7:22 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 1, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Tramayne, Wellein, Brown, Glassco, Lair, and Rushton

City Staff Members Present: City Planner Piercy, Deputy Clerk Richardson, Finance Director Hand, Chief Cox, Public Works Supervisor Fronsman, and Fire Chief Sheppard

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - January 18, 2017
 - Claims EFTs & Claims # 17278 - 17308 in the amount of \$50,474.03
 - Payroll EFT's & Payroll # 25292 - 25302 in the amount of \$46,555.29
 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale Thereof.
- **MAYOR'S MESSAGE**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Audio for Council Room
 - B. Public Works Update
 - C. Express Bill Pay
 - D. An Ordinance Amending Soap Lake Municipal code Section 3.44.030 of Chapter 3.44 Entitled "Utility Occupation Tax"
 - E. Soap Lake Mineral Water Issues
- **NEW BUSINESS**
 - A. Appoint Mayor Pro Tem
 - B. Select Engineering Services
 - C. Gray & Osborne Contract Amendment - Alley Repair Project
 - D. Ordinance samples - Abandoned Property in the City
 - E. Grant Writing Services Contract
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1244, NEXT RESOLUTION 855**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

M /Lair; S /Wellein; to approve the consent agenda. Motion carried unanimously.

MAYOR'S MESSAGE

New configuration of Council Room due to the office staff having to move into the Council Room while the rodents are being exterminated, the duct work is being cleaned, and the insulation is being removed and replaced.

Mayor Gravelle shared items the Bill Beeks Estate sent to the City; a City of Soap Lake poster from the 90's, Plans for a Community Center and a Bonnie Guitar Album.

The City received a \$250,000.00 Grant from the State Transportation Improvement Board (TIB) for our Complete Streets Program. As of January 31, 2017 the City has received \$2,524,240.00 in funding; \$2,336,750.00 in Grants, \$62,550.00 in Loans, with a match amount of \$126,867.87.

Mayor Gravelle said the City is way ahead of the curve, by having all of our plans in place.

REPORT OF SPECIAL COMMITTEES

Lake Liaison Committee - Gorman reported the committee's next meeting will be Monday February 27, 2017 at 4:00pm at the Soap Lake Senior Center.

Parks Committee - Mayor Gravelle reports the committee has picked playground equipment for the Paul Lauzier Community Park. The equipment will cost around \$80,000.00 - \$90,000.00. Our grant writer is busy searching for funding. An arch of basalt pillars and custom cut iron is being designed for the entrance to the park.

Disaster Planning Committee - Glassco reports the committee is continuing to work on the plan. They should have something for council by spring.

PUBLIC COMMENT

John Martin - Rd 20 NW - Martin said Soap Lake has no better resource than the Soap Lake Mineral Water from the Lake. Not having it in the winter is not a good thing.

Burr Beckwith - 39 N Dogwood - Beckwith agreed with Martin on the importance of Soap Lake Mineral Water. Beckwith said "we need a facility that can furnish Soap Lake Mineral Water to the visitors of Soap Lake". Beckwith suggested maybe leasing our water rights. Beckwith also suggested recycling the water back into the lake and not running it through our City Sewer System.

Linda Gustaveson - 311 1st Ave SE - Gustaveson said "Mineral Water is why I live here". Gustaveson feels the mineral water should be for all and not be privatized.

Judith Gorman - 207 N Ginkgo - Gorman moved here because of the lake mineral water. She feels the City can get funding to improve infrastructure including the mineral water. Gorman says it is time to look at restoring the Soap Lake Mineral Water System.

OLD BUSINESS

A. Audio for Council Room - Discussion ensued. Councilmember Glassco and Chief Cox to bring back quotes that match the specifications on the Hoffman Pro Quote.

B. Public Works Update - A spreadsheets and charts of Public Works hours worked and what funds the hours were charged to were given to council for review. Mayor talked about the amount of time required and the issues public works has been

dealing with this winter. Council asked public works supervisor Fronsman about Telemetry, the Upper Pressure Zone and the Soap Lake Mineral Water.

C. Express Bill Pay - Finance Director Hand explained the Express Bill Pay process and charges. **M / Glassco, S / Lair;** to approve the City contracting with Express Bill Pay for on line and credit/debit card payments. **Motion carried unanimously.**

D. An Ordinance Amending Soap Lake Municipal Code Section 3.44.030 of Chapter 3.44 Entitled "Utility Occupation Tax" - Continued to February 15, 2017 Agenda. - Continued to the February 15, 2017 Agenda.

E. Soap Lake Mineral Water System issues - Councilmember Glassco shared a written report regarding the temporary repairs to the mineral water system. Discussion ensued. Councilmember Tramayne questioned the beginning balance in the Mineral Water Fund.

NEW BUSINESS

A. Appoint Mayor Pro Tem - **M / Glassco, S / Wellein;** to appoint Kat Sanderson as Mayor Pro Tem. **Motion carried unanimously.**

B. Select Engineering Services - **M / Lair, S / Rushton;** to retain Gray & Osborne, Inc. as Engineers for the City of Soap Lake. **Motion carried unanimously.**

C. Gray & Osborne Contract Amendment - Alley Repair Project - **M / Rushton, S / Lair;** to authorize Mayor Gravelle to sign Amendment No. 5 to the Contract for Engineering Services with Gray & Osborne, Inc. **Motion carried. Lair, Sanderson, Brown, Wellein, Glassco and Sanderson for. Tramayne against.**

D. Ordinance samples - Abandoned Property in the City - Continued to February 15, 2017 Agenda.

E. Grant Writing Services Contract - **M / Rushton, S / Lair;** to approve the Contract for Grant Writing Services between The City of Soap Lake and Kelly L. Fonteijn, sole proprietor of Impact Grant Services. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy discussed beginning work on the City's Comprehensive Plan. The deadline has been extended to June 30, 2018. The City needs to involve the community with the plan. Not just the Comp plan needs updated. The Zoning Ordinance and the Critical Areas Ordinance both need looked at also.

Fire Chief Sheppard - 38 calls year to date. 27 in the City. 23 EMS, 3 fire alarms, and 1 bomb threat. Sheppard discussed the bomb threat at the Soap Lake High School. All agencies worked well together.

Police Chief Cox - reported one big house party last weekend. Citizens have been alerting police of suspicious activity which has led to arrests. Officer Diaz will have a

report on Animal Control and Code Enforcement at the February 15, 2017 council meeting.

Chief Cox asked council approval for the Security Camera upgrade for City Hall at \$8,400.20 then \$45.00 per month for monitoring costs. **M / Wellein, S / Lair;** to approve the Security Upgrade for City Hall. **Motion carried unanimously.**

COMMENTS

Councilmember Sanderson said she likes the new table configuration and thinks we should leave it this way. Council agreed.

Councilmember Tramayne asked about doing something to check on the elderly in town. The police said they do random checks on the ones they know about. Someone said the food bank delivers meals to some that cannot get out.

ADJOURNMENT

There being no further business of the Council; **M / Lair, S / Rushton;** to adjourn at 8:15 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 15, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Tramayne, Wellein, Glassco, Lair, and Rushton
City Staff Members Present: City Planner Piercy, Deputy Clerk Richardson, Finance Director Hand, Officer Diaz

M / Sanderson, S / Lair; to excuse Councilmember Brown. **Motion carried unanimously.**

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - February 1, 2017
 - Claims EFTs & Claims # 17309 - 17343 in the amount of \$32,196.22
- MAYOR'S MESSAGE**
- **PUBLIC HEARING**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Audio for Council Room
 - B. An Ordinance Amending Soap Lake Municipal code Section 3.44.030 of Chapter 3.44 Entitled "Utility Occupation Tax"
 - C. Ordinance Samples - Abandoned Property in the City (Soap Lake Municipal Code 15.20 Building Codes)
- **NEW BUSINESS**
 - A. Gray & Osborne, Inc. - General Engineering Contract
 - B. Gray & Osborne, Inc. - Amendment No. 1 - Scope of Work for Park Planning
 - C. Gray & Osborne, Inc. - Sewer Funding Project
 - D. A. McGuffin Tourism Hospitality Consulting
 - E. Soap Lake Centennial Celebration Committee
 - F. Checking Account Signatures
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1244, NEXT RESOLUTION 855**
- **ADJOURNMENT**

CONSENT AGENDA

M / Rushton, S / Lair; to approve the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

City Hall staff will be in the council room until the office area is completely rid of rodents.

Maynard Hagen passed away. He was on the council and fire department, he was responsible for creating the Maynard Hagen Trail from Rd 20 NW to Golf Club Rd.; and his smile and waving on his morning walks will be missed. Rest in Peace Maynard.

PUBLIC HEARING

Public Hearing open at 5:35pm.

Cindy Ray - 3545 - Ray heard USDA will only issue one grant to a municipality at a time and wanted to let council know that they may want to allow other departments to apply as well as the Police Department.

Public Hearing closed at 5:37pm.

REPORT OF SPECIAL COMMITTEES

Parks Committee - Cindy Ray reported the restroom is in place at Paul Lauzier Community Park. A sign is being designed to list the names of those that planted trees. New Grant cycles are coming up. Kris Nesse working with children on the playground equipment. A dinosaur theme has been picked. Additional funding is needed for playground equipment. Would like to have a Spring Opening and movies in the Park on Memorial Day.

Tourism Committee - **M / Glassco, S / Sanderson;** to approve the Tourism Funding Distribution as follows: \$2,000.00 - Soap Lake Chamber of Commerce - Smokiam Days
\$2,000.00 - Soap Lake Chamber of Commerce - Visitor's Center
\$ 500.00 - Soap Lake Chamber of Commerce - Winterfest
\$2,500.00 - Masquers Theater
\$4,000.00 - Seattle Drag & Ski Sprint Boat Association

Lake Liaison Committee - The Committee's next meeting is Monday, February 27th at 4:00pm at the Soap Lake Senior Center.

PUBLIC COMMENT

Jacob Bang - Middle/High School Principal - Someday we will have school. There is a school board meeting on Monday, February 27, 2017 at 6:00pm. Spring sports are starting. The school has scheduled a Columbia Basin Roller Derby bout for Saturday, March 11, 2017 at the Soap Lake High School Gym. Bang thanked Soap Lake Police Department, Chief Sheppard and everyone else involved with investigating the bomb threat. Bang commended them on working together to get the job done and the kids back in school in a timely manner. Bang said "They did an Amazing job".

Deb Noah - 410 E Main - Noah feels the Soap Lake Mineral Water issue is funding. Noah asked why doesn't public works have more of a crew and why isn't there more staff finding a way to fund it and appropriate the money to it.

David Tweedy - 122 N Ginkgo - Regarding Mineral Water - "People that don't have access to mineral water have no business funding mineral water."

OLD BUSINESS

A. Audio for Council Room - Discussion ensued. Tabled to 3-1-17 Agenda.

B. An Ordinance Amending Soap Lake Municipal Code Section 3.44.030 of Chapter 3.44 Entitled “Utility Occupation Tax” - Under review by Attorney.

C. Ordinance Samples - Abandoned Property in the City (Soap Lake Municipal Code 15.20 Building Codes) - Discussion ensued. No action at this time.

NEW BUSINESS

A. Gray & Osborne, Inc. - General Engineering Agreement - **M / Wellein, S / Sanderson**; to authorize Mayor Gravelle to execute the Proposal and Contract for Professional Engineering Services between the City of Soap Lake and Gray & Osborne, Inc., Consulting Engineers. **Motion carried unanimously.**

B. Gray & Osborne, Inc. - Amendment No. 1 - Scope of Work for Park Planning - **M / Rushton, S / Wellein**; to authorize Mayor Gravelle to execute Amendment No. 1 to Contract for Professional Engineering Services between the City of Soap Lake and Gray & Osborne, Inc. **Motion carried unanimously.**

C. Gray & Osborne, Inc. - Sewer Funding Package - Council reviewed Memo from Gray & Osborne, Inc. containing Project Description, Proposed Funding Package and Schedule of Work.

D. A. McGuffin Tourism Hospitality Consulting - Amy McGuffin shared a slide show, discussed her qualifications, and submitted a proposal to conduct a community branding, marketing plan, and implementation plan for Soap Lake. **M / Rushton, S / Wellein**; for the Soap Lake Chamber of Commerce to present a contract with Amy McGuffin in the amount of \$61,300.00. **Motion carried unanimously.**

E. Soap Lake Centennial Celebration Committee - On June 9, 2019 The City of Soap Lake will be “100 Years Old”. A Committee has been formed to plan the Celebration. **M / Rushton, S / Sanderson**; to approve the Soap Lake Centennial Celebration Committee. **Motion carried unanimously.**

F. Checking Account Signatures - **M / Sanderson, S / Glassco**; to approve new signers on all City Accounts with Banner Bank to include the Main Checking Account, Money Market Account, Transportation Improvement Board Account, and the Travel Account. New signers are: Karen Hand, Kat Sanderson, Anna Eastabrooks, and Raymond Gravelle. This adds Kat Sanderson, Mayor Pro Tem to the accounts and removes JoAnn Rushton, former Mayor Pro Tem, from the accounts. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - Piercy has been working with the Manager of the Senior Center on Handicap Access. Seattle Drag & Ski Sprint Boats, Inc. submitted a Joint Aquatic Resources Permit Application (JARPA) with the Department of Natural Resources (DNR)

for the Hydroplane Races on Soap Lake. Piercy feels there will be no impact associated with request.

Officer Diaz - Diaz discussed Code Enforcement and Animal Control. Code Enforcement has identified fifty three properties with violations. Diaz has chosen eight as high priority; and will focus on those eight first. Citizens will receive a verbal warning first and be given an opportunity to correct the violation. If citizens do not follow up they will be cited.

ADJOURNMENT

There being no further business of the Council; **M / Rushton, S / Sanderson;** to adjourn at 8:15 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 1, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Lair, and Brown
City Staff Members Present: City Planner Piercy, Finance Director Hand, Police Chief Cox, Fire Chief Sheppard

M / Lair, S / Wellein; to excuse Councilmembers Rushton and Tramayne. **Motion carried unanimously.**

AGENDA ITEMS

- **CONSENT AGENDA**
 - Claims EFTs & Claims #17344 - 17360 in the amount of \$27,402.07
 - Payroll EFTs and Checks #25303 - 25308 in the amount of \$24,266.50
- MAYOR'S MESSAGE**
- **PUBLIC HEARING**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray & Osborne, Inc. - Sewer Project
 - B. Gray & Osborne, Inc. - Planning Process for Division Street
 - C. Soap Lake Mineral Water
 - D. Audio for Council Room
- **NEW BUSINESS**
 - A. NARCAN - Police and Eldon Leinweber, PS
 - B. Policy on Holiday Pay
 - C. WAMM Proposal
 - D. An Ordinance Amending the 2017 Budget of City of Soap Lake Adopted by Ordinance No. 2016-1242
 - E. Lava Lamp Base - Mineral Water Pump House
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1244, NEXT RESOLUTION 855**
- **ADJOURNMENT**

CONSENT AGENDA

M / Lair, S / Sanderson; to approve the consent agenda without February 15, 2017 Minutes. **Motion carried unanimously.**

MAYOR'S MESSAGE

City of Soap Lake received a Complete Streets Award from Transportation Improvement Board and Dept. of Health. Chief Cox has completed the first level of Supervisor Certification.

REPORT OF SPECIAL COMMITTEES

Lake Liaison Committee - Judith Gorman presented a copy of the minutes for the January Meeting. The committee recommends to council: signage that lists ordinances and penalties associated with the lake; have sign in foreign languages; usage of lake water as it relates to the lake ecosystem. Other suggestions: City maintain water rights, use and maintenance of water, and the priority value of the lake be on par with the parks. Ms. Gorman presented a list of ordinances pertaining to the lake. Mayor Gravelle asked for the committee's interpretation of 9.4.20. An agenda item for March 15, 2017 was made to discuss this section of the ordinance.

PUBLIC COMMENT

Nell Kovack - 913 3rd NW - Coulee Corridor is working on kiosk. DOT regulations have held up the process. Suggested City of Soap Lake apply to Grant County for road conditions caused by the recent winter. This could lead to state funding for fixing local roads. Flood Fest in June 2017 at Dry Falls. Prehistoric Flood Group will be having a field trip to Dry Falls on Sept. 29th and 30th. Coulee Corridor and Columbia Basin Trail Assoc. are organizing a trail clean-up for April 22nd. A Complete Streets Workshop will be March 8th at Grand Coulee Senior Center.

Judith Gorman - 207 Ginkgo - Pow Wow is first weekend in June. A planning meeting will be March 4th at Soap Lake Senior Center @ noon. Volunteers are needed.

OLD BUSINESS

A. Gray & Osborne, Inc. - Sewer Project - Nancy Wetch - encouraged council to move forward with the project description, schedule, and financial package. Fiscal year 2017 will involve design of the project, with construction beginning in 2018. Suggested meeting with Rick Rose at USDA for additional funding for future sewer projects.

B. Gray & Osborne, Inc. - Planning Process for Division Street - Mike Meskimen - presented schedule for the two year project. Will work with DOT on approval of redesigning the intersection of Division and Hwy 28.

C. Mineral Water - Discussed how to audit the system to see who is using the mineral water. Volunteer list was solicited from the audience to start around April 1st. After further discussion, Mayor Gravelle directed Councilmember Glassco with the following: Come up with a scope of maintenance; define appropriate amount of money that should be in the Mineral Water Department; determine who is using the system; discuss the scope of a reliable delivery system and funding said system. It was suggested by Gray & Osborne, Inc. that city seek CERB funding for a Mineral Water Plan similar to our Water Plan. CDBG funding may also be available. **M/Glassco, 2nd / Sanderson** - Council approves Gray and Osborne, Inc. to apply for CERB Grant funding for a Mineral Water Plan. **MOTION CARRIED** unanimously.

D. Audio for the Council Room - Chief Cox researched additional systems for audio. The cost would be \$9,042.00 plus tax and shipping. **M/Wellein, 2nd/Glassco** -

Approved Mayor to authorize Chief Cox to purchase and install the ProAcoustics system as presented. MOTION CARRIED - 4 approved, 1 descending vote.

NEW BUSINESS

A. NARCAN - Chief Cox and Eldon Leinweber, PA - Reported the officers will be trained on the use of NARCAN. The Police Dept. policy manual already address the use of NARCAN by officers. PA Leinweber described the reasons for officers to carry NARCAN. Chief Sheppard supported the decision noting the state is mandating first responders start to carry NARCAN.

B. Policy on Holiday Pay - Chief Cox - described difficulty of officers being to take a holiday off without having to pay overtime. Suggested a monthly buy-out of holidays for police officers. - **M / Sanderson, 2nd / Lair** Authorize payout of accrued holiday pay for officer from January and February 2017 that has not been paid. **Motion carried unanimously.**

C. WAMM Proposal - Tara Shuttleworth of Babette's Events - A video presentation of past events put on by Babette's Events was viewed. A proposal was presented along with an estimated budget and possible funding sources. **M/Glassco, 2nd/Wellein** - Approved \$20,000 in funding from the Tourism Fund to Soap Lake Chamber of Commerce for a Wine, Arts, Music, and Marijuana Festival (WAMM). **MOTION CARRIED unanimously**

D. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016-1242 - Finance Director Hand - final step for the approval made at the February 15, 2017 council meeting. **M/Wellein, 2nd/Sanderson** - Approve the Budget Amendment. **MOTION CARRIED** unanimously

E. Lava Lamp Base - Mineral Water Pump House - Andy Novak presented a conceptual drawing for using the Mineral Water Pump House as the base for the Lava Lamp. This would require the pump house be prepared so that the Lava Lamp can sit on top of it.

REPORTS OF CITY OFFICERS

City Planner Piercy - Presented a handout on the Comprehensive Plan including a required elements spreadsheet and a deliverables spreadsheet. Suggested council have a retreat/workshop to go through the plan.

Finance Director Hand - staff has been dealing with illness and training. Anna Eastabrooks attended BIAS training and received an award for the registration fees for BIAS 2018 training. Suggested full staff attend the annual BIAS training next year.

Chief Cox - Lanie will be attending NIBRS training. A Town Hall Meeting will be March 8th at 5:30 pm. Applied for three grants. Cautioned citizens to slow down. The streets are heaving from the weather, so please watch out for potholes. Car Seat inspections and education will be this weekend. Stop by for an inspection. City police are assisting Grant County Officers on calls.

Chief Sheppard - Emergency Management asks cities to id roads and water meters that have been damaged by the weather. They will be seeking funding from Olympia to help with the costs of repairs. Nine calls in last month within the city limits. One of the new heaters in the Police Department garage has short circuited. Discovered the fire alarms in the building and City Hall do not work. Suggested these be repaired ASAP. Suggested the city write into its building ordinance the requirement of new commercial building have KnockBoxes on the building so the fire department can gain access in the event of an emergency during non-business hours. Firefighters are participating in Rope Rescue Training. A local preschool will be visiting the station on March 22nd.

ADJOURNMENT

There being no further business of the Council; M / Sanderson, S / Lair; to adjourn at 8:50 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 15, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Lair, Brown and Rushton
City Staff Members Present: City Planner Piercy, Deputy Clerk Richardson, Finance Director Hand, Chief Cox

M / Rushton, S / Sanderson; to excuse Councilmember Tramayne. **Motion carried unanimously.**

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - February 15, 2017
 - Regular Council Meeting Minutes - March 1, 2017
 - Claims EFTs & Claims #17361 - 17393 in the amount of \$46,676.35
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING** - The naming of what has formerly been called Elder or Veteran's Park to: Paul Lauzier Community Park
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Sewer Project - Matching Funds - Discussion ensued. **M / Glassco, S / Wellein;**
 - B. Soap Lake Mineral Water
 - C. Comprehensive Plan
 - D. "WAMM" Up date
 - E. A Resolution of the City of Soap Lake Washington Authorizing Submission of a USDA Rural Development Community Facilities Loan and Grant Application to the USDA Rural Development Office in Wenatchee, WA
- **NEW BUSINESS**
 - A. A Resolution Authorizing Submission of a Community Economic Revitalization Board Grant Application to the State Department of Commerce
 - B. AWC - Board of Directors Recruitment
 - C. Spring Council Retreat
 - D. Spring Beach Clean Up
 - E. A Resolution of the City of Soap Lake naming "Paul Lauzier Community Park"
 - F. Municipal Code 9.22.040 #20
 - G. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016 - 1232, 2017 - 1244.
 - H. Tatum Lawn Care - Change Orders
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1244, NEXT RESOLUTION 855**
- **COMMENTS**

➤ **ADJOURNMENT**

CONSENT AGENDA

M / Lair, S /Rushton; to approve the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

The City opened a full time police officer position as Officer Hislop's six month provisional term is expiring. The Civil Service Commission interviewed two candidates and gave their recommendations. References will be checked and a final decision made soon.

PUBLIC HEARING

Public Hearing open at 5:36pm.

Kayleen Bryson - concerned that people will not know it is a soccer play field or a baseball field because of the name.

Trudy Black - 42 S Hemlock - suggested the Veteran's Memorial could be placed near the flag pole by the library.

Bonnie Holt - 716 1st Ave SE - looked through the ordinances and didn't find anything on the parks name. Feels the Veteran's Memorial should stay at the park.

Al Lundberg - 20113 Delta Rd. NW - the City took the monument when the VFW hall burnt in Lakeview and placed it in the park. Wherever the memorial is placed the Soul & Heart for honoring the Veterans will be fulfilled.

Public Hearing closed at 5:44pm.

REPORT OF SPECIAL COMMITTEES

Parks & Rec Committee - Cindy Ray reported we are close to anticipated budget for Paul Lauzier Community Park. We are approximately five to six thousand over. Three youth soccer fields have been added. Playground equipment near 3rd. The walkway will have to be paved instead of gravel for handicap compliance. All new grass with hydro seeding will be done. Opening of park will be delayed until later in the summer. Electric work is being done. Committee is working with the Health District on a Park Brochure.

Streetscape Committee - Trudy Black reported the irrigation on the street landscape plants was not working properly last year. Black asked that it be repaired to work properly this year.

PUBLIC COMMENT

David Tweedy - 122 N Ginkgo - The City has a visitor's center and a city hall. Tweedy feels the visitor's center and city hall should be one.

Bonnie Holt - 718 1st Ave SE - Holt concerned about the Jet Boat races. She would also like to see extra security around the Sundial Statue during the event.

OLD BUSINESS

A. Sewer Project - Matching Funds - Discussion ensued. **M / Glassco, S / Wellein;** to approve Gray & Osborne applying for proposed funding package. **Motion carried unanimously.**

B. Soap Lake Mineral Water - Discussion ensued. Funds not allotted to Mineral Water Fund when funds were combined. Continued to April 5, 2017 Agenda.

C. Comprehensive Plan - City Planner Piercy shared a Public Participation Plan with Council and asked for any other additions. He suggested utilizing the City Website, Soap Lake for Locals and others to keep the public informed of the update process. Council agreed and asked for a resolution to be presented at next council meeting.

D. "WAMM" Update - Change to a one day event; everything in one day. This will reduce costs and help create a better event.

E. A Resolution of the City of Soap Lake Washington Authorizing Submission of a USDA Rural Development Community Facilities Loan and Grant Application to the USDA Rural Development Office in Wenatchee, WA - Discussion ensued. **M / Glassco, S / Sanderson;** to approve Resolution #855 - A Resolution of the City of Soap Lake Washington Authorizing Submission of a USDA Rural Development Community Facilities Loan and Grant Application to the USDA Rural Development Office in Wenatchee, WA. **Motion carried unanimously.**

NEW BUSINESS

A. A Resolution Authorizing Submission of a Community Economic Revitalization Board Grant Application to the State Department of Commerce - Discussion ensued. **M / Rushton, S / Sanderson;** to approve Resolution #856 - A Resolution Authorizing Submission of a Community Economic Revitalization Board Grant Application to the State Department of Commerce. **Motion carried unanimously.**

B. AWC - Board of Directors Recruitment - Association of Washington Cities (AWC) is calling for applications for open positions on the AWC Board of Directors. Mayor Gravelle encouraged Council members to consider applying.

C. Spring Council Retreat - Monday, April 17, 2017 at 10:00am at the Country Deli.

D. Spring Beach Clean Up - Discussion ensued. Saturday, May 13, 2017 at 10:00. Meet at Smokiam Park. Lunch at West Beach afterward. Post on Soap Lake for Locals.

E. A Resolution of the City of Soap Lake naming “Paul Lauzier Community Park” - **M / Glassco, S / Wellein**; to approve Resolution #857 - A Resolution of the City of Soap Lake naming “Paul Lauzier Community Park”. **Motion carried unanimously.**

F. Municipal Code 9.22.040 #20 - Discussion ensued. **M / Glassco, S / Lair**; to amend Soap Lake Municipal Code 9.22.040 #20 to add “away from public beaches”. **Motion carried unanimously.** An Ordinance to be brought back for Council review.

G. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016 - 1232, 2017 - 1244 - **M / Rushton, S / Lair**; to approve Ordinance 2017-1245 - An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016-1232, 2017-1244. **Motion carried unanimously.**

H. Tatum Lawn Care - Change Orders - Discussion ensued. **M / Glassco, S / Wellein**; to approve Tatum Lawn Care Change Orders dated February 28, 2017 for the total amount of \$39,202.50. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - One new building permit. Place on 2nd Place SE under review. Commercial building permit on Daisy property about to expire “again”.

Finance Officer Hand - Hand reported that she will be out for training in Moses Lake on March 21, 2017 and Training in Spokane on March 23 & 24, 2017. City Attorney approved Express Bill Pay.

Chief Cox - Code Enforcement is going well. Officer Diaz is giving a verbal warning first, then a written warning. Then, if nothing gets corrected, a citation will be issued. The Department will be involved with Chief for a day on June 8, 2017. Other local law enforcement agencies are willing to help with Events in Soap Lake.

COMMENTS

Finance Officer Hand said the State Auditor’s Office will be here on March 20, 2017 to conduct an Accountability Audit.

ADJOURNMENT

There being no further business of the Council; **M /Sanderson, S / Lair**; to adjourn at 7:30pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 5, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Lair, Brown and Tramayne
City Staff Members Present: City Planner Piercy, Finance Director Hand, Chief Cox, and Fire Chief Sheppard

M / Lair, S / Glassco; to excuse Councilmember Rushton. **Motion carried unanimously.**

AGENDA ITEMS

➤ **CONSENT AGENDA**

Claims EFTs & Claims #17361 - 17393 in the amount of \$46,676.35
A Resolution Declaring Certain Personal Property Surplus and Authorizing the

Sale

Thereof

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Gray & Osborne, Inc. - Amendment #2 to Contract for Professional Services for the City's Sewer Replacement Project

B. Gray & Osborne, Inc. - Washington State Transportation Improvement Board (TIB) Consultant Agreement - Division Street Reconstruction - Design Services for the Reconstruction of Division Street from 7th Ave. to State Route 28

C. Gray & Osborne, Inc. - Storm Water Plan Agreement - A resolution authorizing acceptance of funding from the State of Washington Department of Ecology to pay for a Stormwater Plan, and Statement of Intent to Abide by the Funding Agreement and to repay the funding as required by the Agreement, and authorizing the Mayor to sign said Agreement on behalf of the City.

D. McKinstry - Change Order #2 - Added DP Sensor and Change Order #3 - Electrical Code Resolution

E. Comprehensive Plan - A Resolution adopting a Public Participation Plan for the update to the Soap Lake Comprehensive Plan, Zoning Plan, and Critical Areas Ordinance

F. "WAMM" Update

G. Soap Lake Mineral Water

➤ **NEW BUSINESS**

A. Soap Lake Schools Presentation

B. Community Makeover 2017 - Containers

C. Additional Tourism Funding Requests

D. Soap Lake POW WOW Event Permit Application

E. Security Cameras for City

➤ **REPORTS OF CITY OFFICERS**

- NEXT ORDINANCE 1244, NEXT RESOLUTION 858
- COMMENTS
- ADJOURNMENT

CONSENT AGENDA

M / Lair, S /Sanderson; to approve the consent agenda less the March 15, 2017 Council Minutes. Motion carried unanimously.

ADDED AGENDA ITEMS:

M/Glassco, S/Brown; add an executive session for personnel matters. MOTION CARRIED 5-1 (Sanderson opposed)

MAYOR'S MESSAGE

Mayor Gravelle spoke about the fire hydrant audit performed by Fire Chief Sheppard and showed the map with the hydrants marked. Chief Sheppard's audit included what hydrants need to be replaced or repaired. Gray and Osborne, Inc. will be creating a scope of work and bid documents to replace the hydrants. Public Works is spread thin with all the new city projects. A seasonal worker has been hired. Director Fronsman would like to hire another worker. Council discussed the additional positions. Mayor Gravelle asked an item be placed on the April 19, 2017 agenda to discuss another public works employee.

State Auditors are currently conducting the 2015/2016 accountability audit. They will also do the 2016 financial audit.

Mayor Gravelle discussed the idea of an outdoor café at Don's Restaurant. Attorney Katherine Kenison is preparing an ordinance for the city council's approval. It will be available at the April 19, 2017 council meeting.

Chamber of Commerce had a Marketing Kick-off meeting with Amy McGuffin. Mayor Gravelle thanked those who attended the meeting. Ms. McGuffin will be back next month for the City of Soap Lake branding reveal.

Mayor Gravelle recognized Theresa Fitzgerald and her children for picking up trash along Highway 17. He also reminded everyone of the Trash Mob on Saturday, April 10, 2017 at 6th and Division Streets.

PUBLIC COMMENT

Ralph Allen - McKay Healthcare - McKay and Fire Dist. 7 will be having an Easter Egg Hunt on April 15th at 11:00 am. Ten thousand eggs will be prepared for the kids along with 138 prizes.

OLD BUSINESS

A. Gray & Osborne, Inc. - Sewer Project Contract - M/Glassco, S/Lair to approve the contract. MOTION CARRIED Unanimously.

B. Gray & Osborne, Inc. - TIB Consultant Contract - M/Lair, S/Wellein to approve the contract. MOTION CARRIED Unanimously.

C. Gray & Osborne, Inc. - Stormwater Plan Agreement with Ecology - \$64,000 loan with \$32,000 forgivable principle, \$32,000 loan at 2% over 20 years. **M/Glassco, S/Wellein, MOTION CARRIED Unanimously. M/Glassco, S/Lair** to authorize the Mayor to sign agreement on behalf of the city - **MOTION CARRIED Unanimously.**

D. McKinstry - Eric Bondo from McKinstry and Chris McCoy from Dept. of Enterprise Services reported on current projects.

1-Change Order #2 - DP Sensor - **M/Glassco, S/Brown to approve. MOTION CARRIED**

Unanimously.

2-Change Order #3 - Electric Code at Well House #1 - **M/Glassco, S/Brown to approve.**

MOTION CARRIED Unanimously.

3-Change Order #4 - System Pressure Transmitter - **M/Glassco, S/Wellein to approve.**

MOTION CARRIED Unanimously.

E. Comprehensive Plan - Planner Piercy presented Resolution 2017-860 Adopting a Public Participation Plan for the Update to the Soap Lake Comprehensive Plan, Zoning Code, and Critical Areas Ordinance. **M/Lair, S/Glassco to approve. MOTION CARRIED Unanimously.**

F. "WAMM" Update - the event was discussed.

G. Mineral Water - Council discussed the graph showing recent usage. It was suggested a public hearing be held concerning the system and its future. Staff has been directed to work out a formula on how to allocate the pre-2009 Water Fund balance equitably to Mineral Water. **M/Lair, S/Sanderson** to authorize Gray and Osborne, Inc. to develop a scope of work to move and rebuild the Mineral Water Pump House. **MOTION CARRIED 5-1 (Brown opposed).**

NEW BUSINESS

A. Soap Lake Schools Presentation - a slide show showing improvements over the past three years and how the teachers collaborate on their lessons. Also shown was how the school has standardized its student tracking process. A benefit auction will be held on April 22nd.

B. Community Makeover 2017 will be during May 2017. Curbside pickup will be the week of May 15th, beach clean-up will be May 13th. Containers will be provided for the Community Makeover at no cost to citizens. Staff will inquire about a tire recycling container.

C. Additional Tourism Funding Requests - tabled as not all members were present.

D. Soap Lake POW WOW Event Permit Application - **M/Sanderson, S/Glassco to accept. MOTION CARRIED Unanimously.**

E. Security Cameras for City - presented by Police Chief Cox. **M/Sanderson, S/ Wellein** to approve the 60 month contract for \$30,500 per year plus up to \$6,000 for installation with Huntleigh USA. **MOTION CARRIED 5-1 (Glassco opposed).**

REPORTS OF CITY OFFICERS

City Planner Piercy - had a discussion with Fish and Wildlife about Hydroplane races about HPA rules for fish protection. Their favorable ruling could affect other lake projects. Old Dick's Drive-In has been sold and is being refurbished. An enforcement letter will be written on the 4-plex project due to lack of inspections and progress.

Fire Chief Sheppard - 26 runs within City Limits. Rescue rig is outfitted. Will be starting commercial property inspections in a couple of weeks. The focus will be on safety and pre-fire inspections. Fifteen fire hydrants need replaced. Some date back to pre-1920.

Finance Officer Hand - Xpress Bill Pay will be installed April 26, 2017. Staff will be in the office for installation and training. City Hall will not be open to the public April 26th.

Chief Cox - Officer Hislop has accepted the position. Highlighted the new sound system. Please contact Police Department if you see any suspicious activity.

Council recessed into Executive Session at 8:45 for 30 minutes. No action was expected to be taken.

ADJOURNMENT

There being no further business of the Council; **M /Sanderson, S / Lair;** to adjourn at 7:30pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen S. Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL RETREAT

April 17, 2017
Country Deli - Ephrata, WA

CALL TO ORDER

Mayor Gravelle called the council retreat to order at 10:00 am

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Lair, Brown, Rushton, and Tramayne

City Staff Members Present: Finance Director Hand

AGENDA ITEMS

- **Call to Order**
- **Roll Call**
- **PUBLIC COMMENT**
- **BUSINESS**
 - A. Priorities, Financial Goals, and Objectives
 - B. Town Hall Meeting
 - C. Policy Oversight Committee
- **ADJOURNMENT**

BUSINESS

- A. Priorities, Financial Goals, and Objectives -
Council member Tramayne highlighted accomplishments made on the Comprehensive Plan since 2009.
Fire Hydrant replacement was discussed by council. Gray & Osborne were contacted by phone to explain possible scope of work. G&O will have a scope of work available by May 19, 2017 Council Meeting.
Finance Director Hand will check with County Elections Office to determine who is up for reelection in 2017.
Council members would like to assure the city is getting the best value for the money spent.
Time limits should be implemented on all contracts.
Update old water meters to new Wi-Fi based meters.
Avoid putting off maintenance.
Wine, Music, and Arts Festival was discussed. It is under new event coordinators. Still scheduled for Memorial Day Weekend.
Possible question box at council meetings for a Rolling Agenda question and answer portion at meetings.
- B. Town Hall Meeting -
Schedule a Town Hall Meeting for May 4, 2017 from 6:00 pm to 7:30 pm at the Senior Center.
- C. Policy Review Committee -
Council members Tramayne, Lair, and Brown, along with Finance Director Hand and Administrative Assistant Eastabrooks will meet Friday, April 21, 2017 at 1 pm to begin working on city policies.

ADJOURNMENT

There being no further business of the Council, Retreat adjourned at 1:00 pm.

Raymond Gravelle, Mayor

Karen S. Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 19, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Rushton and Brown
City Staff Members Present: City Planner Piercy, Finance Director Hand, Police Chief Cox, Fire Chief Sheppard, Deputy Clerk Richardson

M / Rushton, S / Sanderson; to excuse Councilmember Lair. **Motion carried unanimously.**

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - March 15, 2017
 - Regular Council Meeting Minutes - April 5, 2017
 - Claims EFTs & Claims #17440 - 17467 in the amount of \$206,683.53
 - Treasurer's Report
 - Quarterly Financials
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Formula for Mineral Water
 - B. Update on May Community Makeover
 - C. Additional Tourism Funding
 - D. Acceptance of Huntleigh Contract for Security Cameras
- **NEW BUSINESS**
 - A. Special Event Permit Application - Seattle Drag & Ski Spring Boat Association
 - B. Additional Public Works Employee
 - C. Sidewalk Right of Way Ordinance
 - D. Association of Washington Cities - Health First 250 Medical Plan
 - E. Policy Committee
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1246, NEXT RESOLUTION 858**
- **ADJOURNMENT**

CONSENT AGENDA

M / Sanderson, S / Rushton; to approve the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

Council retreat on Monday went well. Discussed having a Policy Committee to develop needed policies for Public Works and City Hall. The WAMM Event is no longer happening. A similar event will be held on two days, May 27 & 28, 2017. Cindy Rang, owner of Gate 17, and Deb Noah, owner of Fire on Main, along with the Soap Lake Chamber will be organizing the event.

It will be called a Wine, Music, and Art festival for this year; with hopes of a good name coming out of the event for next year. They already have eight musicians and fifteen to twenty artists signed up for the event. There will also be a beer/wine garden that should generate funds to go towards next year's event. They feel they can host the event for less than the twenty thousand that was approved.

PUBLIC COMMENT

Ralph Allen - McKay Healthcare and Rehabilitation - Allen thanked everyone for their continued support. Allen discussed the happenings at McKay. McKay now has a local Administrator, Mary Nickel; and a local Director of Nursing, Erica Gaertner.

David Tweedy - 122 N Ginkgo - Tweedy asked again why the garbage trucks have to go both ways up and down the alley and why everyone couldn't just have their totes on the same side so the garbage truck would only have to make one trip through each alley.

Leslie Taylor - 14 Evergreen - The sponsorship drive for the Soap Lake Pow Wow has started.

The Pow Wow is scheduled for June 2nd, 3rd, and 4th, 2017.

OLD BUSINESS

A. Formula for Mineral Water - Discussion ensued. Finance Director Hand to bring information to May 17, 2017 Council Meeting.

B. Update on May Community Makeover - Containers to be placed in Senior Center Parking Lot and also at Public Works Yard near ramp, for easier access. Deputy Clerk Richardson has requested our free 16 tons from the Grant County Landfill and is making arrangements with Consolidated Disposal (CDSI) for delivery of containers.

C. Additional Tourism Funding - **M / Glassco, S / Sanderson**; to approve Soap Lake Pow Wow Tourism Funding Application in the amount of \$3,000.00. **Motion carried unanimously.**

D. Acceptance of Huntleigh Contract for Security Cameras - Chief Cox explained to Council the changes that City Attorney Kenison recommended to the contract. Discussion ensued. **M / Rushton, S / Sanderson**; to authorize the Mayor to execute the contract with a 5 year term and the changes recommended by City Attorney Kenison. **Motion carried. Rushton, Sanderson, Tramayne, and Wellein for. Glassco and Brown opposed.**

NEW BUSINESS

A. Special Event Permit Application - Seattle Drag & Ski Spring Boat Association - **M / Rushton, S / Sanderson**; to approve the Special Event Permit Application for the Seattle Drag & Ski Sprint Boat Association, City of Soap Lake Regatta. **Motion carried unanimously.**

B. Additional Public Works Employee - Discussion ensued. **M / Glassco, S / Wellein;** to postpone discussion until May 3, 2017 Council Meeting. **Motion failed. Rushton and Sanderson for. Glassco, Brown, Wellein and Tramayne against.**

M / Glassco, S / Wellein; to rescind Motion and Second. **M / Glassco, S / Brown;** to postpone discussion until May 3, 2017 Council Meeting. **Motion carried. Glassco, Brown, Wellein and Tramayne for. Rushton and Sanderson against.**

C. Sidewalk Right of Way Ordinance - Discussion ensued. **M / Sanderson, S / Rushton;** to approve Ordinance No. 2017 - 1246 - An Ordinance of the City of Soap Lake, Washington, Adding a New Chapter 12.40 "Sidewalk Use Permits" To Title 12 "Streets, Sidewalks, and Public Places" of the Soap Lake Municipal Code with a penalty of C-9. **Motion carried unanimously.**

M / Sanderson, S / Rushton; to set Application Review Fee at \$250.00. **Motion carried. Sanderson, Rushton, Wellein, and Brown for. Glassco and Tramayne opposed.**

M / Rushton, S / Sanderson; to set the Sidewalk Use Fee at \$100.00 per year. **Motion carried. Sanderson, Rushton, Wellein, and Brown for. Glassco and Tramayne opposed.**

D. Association of Washington Cities - Health First 250 Medical Plan - **M / Rushton, S / Sanderson;** to approve the Health First 250 Medical Plan for City employees in 2018. **Motion carried unanimously.**

E. Policy Committee - Councilmembers Tramayne, Lair, and Brown, and Finance Director Hand will form a Policy Committee. Their first meeting will be Friday, April 21, 2017 at 1:00pm.

REPORTS OF CITY OFFICERS

City Planner Piercy - New Construction permit on 2nd Place SE. Working on a boundary line adjustment. Looks like it is going to be a busy year.

Police Chief Cox - Chief Cox shared before and after pictures of Code Enforcement issues with Council. Officer Diaz has been issuing verbal warnings, written warnings, and next will be the citations. Progress is being made by citizens he has verbally warned. A new light sign at the entrance of town is displaying our upcoming events. Officer Hislop is resigning at the end of the month. The Soap Lake High School Knowledge Bowl Team of seven students and two chaperones are going to the Nationals in Washington DC. Chief Cox is asking for donations to help with their trip. They have set up a go fund me account if anyone wishes to donate.

Fire Chief Sheppard - Sheppard has started fire inspections of commercial business properties in the downtown area of Soap Lake. Discussion ensued regarding a commercial property on Main being used as storage. City Planner Piercy and Officer Diaz to follow up.

Finance Director Hand - Everything going good. State Auditor finished in office with Accountability Audit and Financial Audit. Should have audit report by end of May.

COMMENTS

John Glassco - Jim Jurgens, teacher and longtime resident of Soap Lake passed away.

ADJOURNMENT

There being no further business of the Council; **M /Sanderson, S / Rushton;** to adjourn at 8:00pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 3, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Rushton and Lair
City Staff Members Present: City Planner Piercy, Public Works Supervisor Fronsman, Police Chief Cox, Fire Chief Sheppard, Deputy Clerk Richardson and City Attorney Kenison

M / Tramayne, S / Sanderson; to excuse Councilmember Brown. **Motion carried unanimously.**

AGENDA ITEMS

➤ **CONSENT AGENDA**

Retreat Council Meeting Minutes - April 17, 2017

Regular Council Meeting Minutes - April 19, 2017

Claims EFTs & Claims #17469 - 17517 in the amount of \$126,864.61

Payroll EFTs & Checks #25341 - 25360 in the Amount of \$57,701.23

A Resolution Adopting an Application Fee for a Sidewalk Use Permit

A Resolution Adopting a Yearly Use Fee for a Sidewalk Use Permit

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Additional Public Works Employee

B. Additional Tourism Funding

➤ **NEW BUSINESS**

A. Gray & Osborne, Inc. - Amendment No. 3 to Contract - Stormwater Management Plan

B. Gray & Osborne, Inc. - Amendment No. 4 to Contract - Fire Hydrant Replacement Project

C. Gray & Osborne, Inc. - Transportation Improvement Board (TIB) - Complete Streets Design

D. Gray & Osborne, Inc. - Amendment No 5 to Contract - Sewer Replacement Project

E. Friends of the Lower Grand Coulee - Long Term Lease Agreement

F. Soap Lake Development, LLC

G. The Lazarus Project - Rev. Jerome Bonneville

H. Special Event Permit Application - Soap Lake Chamber of Commerce - Smokiam Day

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE 1248, NEXT RESOLUTION 861**

➤ **ADJOURNMENT**

CONSENT AGENDA

M / Lair, S / Sanderson; to approve the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

First Town Hall Meeting Thursday, May 4, 2017 at the Soap Lake Senior Center from 6:00pm to 7:30pm.

Councilmember Lair received the “Advanced Certificate of Municipal Leadership” from Association of Washington Cities (AWC).

REPORT OF STANDING COMMITTEES

Parks Committee - Cindy Ray - Park designer Bob Droll has suggested some changes to Paul Lauzier Community Park and is also working on a maintenance plan. Applying for grants from Northwest Farm Credit and Columbia Basin Foundation. Mona Kaiser is working with a couple of groups on the drought tolerant garden for City Hall. The Committee is working on a Park Brochure. Should have a public meeting in the next 60 days. Donations for parks can be made to the Soap Lake Recreation Development Fund through the Columbia Basin Foundation.

PUBLIC COMMENT

Marsha Neihart - 419 W Main - Neihart asked if and when the Watering Hole is going to be repaired.

OLD BUSINESS

A. Additional Public Works Employee - Discussion ensued. **M / Lair, S / Rushton;** to approve a second seasonal employee for Public Works. **Motion carried. Lair, Rushton, Tramayne, Brown and Sanderson for. Glassco and Wellein against.**

B. Additional Tourism Funding - Discussion ensued. **M / Rushton, S / Wellein;** to approve an additional \$5,000.00 In tourism funding to the Soap Lake Chamber of Commerce for Fireworks on Smokiam Day. **Motion carried unanimously.**

M / Rushton, S / Lair; to approve \$2,250.00 in tourism funding to the Cannabis Alliance for the Cannabis Kickball Tournament. **Motion carried unanimously.**

NEW BUSINESS

A. Gray & Osborne, Inc. - Amendment No. 3 to Contract - Stormwater Management Plan - Nancy Wetch explained Amendment No. 3. Change to modify language. **M / Rushton, S / Lair;** to authorize the Mayor to sign Amendment No. 3 to Contract for Stormwater Management Plan. **Motion carried unanimously.**

B. Gray & Osborne, Inc. - Amendment No. 4 to Contract - Fire Hydrant Replacement Project - Nancy Wetch explained Amendment No. 4. Discussion ensued. **M / Glassco, S / Wellein;** to replace the 16 fire hydrants through the small works roster without the assistance of Gray & Osborne, Inc. **Motion carried. Glassco, Wellein, Tramayne, Sanderson, and Rushton For. Lair Against.**

C. Gray & Osborne, Inc. - Transportation Improvement Board (TIB) - Complete Streets Design - Discussion ensued. **M / Tramayne, S / Lair;** to authorize the Mayor to sign the Transportation Improvement Board Consultant Agreement for Complete Streets/ Sidewalks. **Motion carried unanimously. M / Tramayne, S / Lair;** to add 100 feet of sidewalk to East side of Daisy, North of 3rd to the scope of work. **Motion carried unanimously.**

D. Gray & Osborne, Inc. - Amendment No. 5 to Contract - Sewer Replacement Project - **M / Rushton, S / Wellein**; to authorize the Mayor to sign Amendment No. 5 to Contract for Sewer Replacement Project. **Motion carried unanimously.**

E. Friends of the Lower Grand Coulee - Long Term Lease Agreement - Andy Kovach shared Friends of the Lower Grand Coulee's idea to negotiate a long term lease agreement for the James Building located at 219 / 223 E Main Ave., Soap Lake, WA. The building would be refurbished and used as class and meeting space for local non-profit groups, an event space that would provide revenue for future improvements and an additional opportunity for a community gathering place. The Council gave Friends of the Lower Grand Coulee an OK to proceed with plans.

F. Soap Lake Development, LLC. - Soap Lake Development presented the Council with a request for a permit to use 10,000 gallons of Soap Lake Mineral Water per month to set up a light manufacturing facility to produce bottled mineral water for drinking, therapeutic cosmetics and other health products using Soap Lake Mineral Water. Mayor Gravelle disclosed that he represents the buyers of the building that is pending sale contingent of the buyer receiving a contract for bulk Soap Lake Mineral Water. Discussion ensued. Attorney Kenison suggested the Soap Lake Mineral Water Ordinance be amended to include bulk sales. A public meeting will be set to discuss details.

G. The Lazarus Project - Rev. Jerome Bonneville - Rev. Bonneville submitted a letter to Council regarding the Lazarus Project, a community ministry serving the people in Ephrata and Soap Lake who are homeless. The project is looking for a building to use to shelter persons in need of a place to sleep, eat, and to have a facility for personal care.

H. Special Event Permit Application - Soap Lake Chamber of Commerce - Smokiam Day - **M / Lair, S / Wellein**; to approve the Special Event Permit Application for the Soap Lake Chamber of Commerce, Smokiam Day. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - Piercy discovered that our Fireworks Ordinance restricts the discharge of aerials, but does not prohibit the sale of aerials. Piercy suggests we amend our ordinance to include prohibiting the sale of aerials. Construction has started later this year, due to the severe winter weather. Contractors are scarce and prices are higher; fifteen to twenty five percent above engineers estimates.

Fire Chief Sheppard - Sheppard continues with Commercial Property Fire Inspections. Eleven calls in the City in April. Ten EMS calls and one trash fire in a wood pile. Sheppard asked that quick release fittings be put on at least some of the hydrants.

Police Chief Cox - Police Department received a grant from Walmart in the amount of \$1,200.00. Officer Geates and Officer Diaz will be participating in the Statewide DUI Emphasis Patrols in the Soap Lake and Ephrata area. The Department has a new Provisional Officer, Ray Appling.

Public Works Supervisor Fronsman - Fronsman told Council if they had any questions of him, to ask. Discussion ensued. Councilmember Glassco invited Fronsman to the Disaster Planning Committee meeting held every other Tuesday at 6:00pm. Fronsman received a quote of \$45,207.94 to get the Vac Truck running and operating properly.

COMMENTS

Deputy Clerk Richardson reminded everyone that the City now has Xpress Bill Pay at no charge to the citizen; with the options of Auto Pay and Paperless Billing. Richardson encouraged everyone to sign up.

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S / Lair**; to adjourn at 8:50pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 8, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 1:30 pm.

ROLL CALL

Council members present: Sanderson, Tramayne, Rushton, Brown and Lair

City Staff Members Present: Finance Director Hand and City Attorney Kenison

AGENDA ITEMS

- MINERAL WATER ORDINANCE
- ADJOURNMENT

Mayor Gravelle turned over the meeting to Mayor Pro Tem Katherine Sanderson.

Mineral Water Ordinance

Attorney Kenison recommended an evaluation to determine the nature of our water rights to the lake and the capacity available. Council directed the Mayor to contact City Engineers, Gray and Osborne, for a proposal to engage a consultant for the water rights and capacity evaluation.

ADJOURNMENT

There being no further business of the Council; M /Lair, S /Brown; to adjourn at 2:35pm.

Motion carried unanimously.

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 17, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Rushton, Brown and Lair
City Staff Members Present: City Planner Piercy, Officer Geates, Deputy Clerk Richardson

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - May 3, 2017
 - Claims EFTs & Claims #17518 - 17552 & 25361 in the amount of \$166,082.40
 - Treasurer's Report
 - A Resolution Accepting a Donation for the City of Soap Lake
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Mineral Water Pump Station Update
 - B. Update on Fire Hydrant Bid
- **NEW BUSINESS**
 - A. Gray & Osborne, Inc. - Amendment No. 6 to Contract - Mineral Water Rights
 - B. Gray & Osborne, Inc. - Amendment No. 7 to Contract - Topographic Survey for Smokiam and West Beach Parks
 - C. Soap Lake Chamber of Commerce - Event Permit Application - Culpepper & Merriweather Circus
 - D. What to send with Water Quality Letter?
 - E. City Hall Building Repair - Fulcrum Environmental Consulting - Just Right Cleaning & Construction
 - F. Emergency Sewer Repair
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1248, NEXT RESOLUTION 863**
- **ADJOURNMENT**

CONSENT AGENDA

M / Lair, S /Rushton; to approve the consent agenda. Motion carried. Tramayne, Sanderson, Rushton and Lair for. Glassco, Brown, and Wellein against.

MAYOR'S MESSAGE

The City has two council positions open for election this year; Council position #3, Robert Brown and Council position #4, Kandis Lair.

Soap Lake shows up on Bio Clarity's web site as one of the 20 Must Visit Travel Destinations for Radiant Skin in 2017.

Big Event Line up. Soap Lake Hydroplane Regatta - May 19th, 20th, and 21st; Wine, Art, Music, Beer & Bar-BQ - Memorial Weekend, May 27th & 28th; Soap Lake Pow Wow - June 2nd, 3rd, and 4th; Culpepper & Merriweather Circus - June 7th.

The City of Soap Lake Branding will be revealed at the June 7th Council Meeting.

REPORT OF STANDING COMMITTEES

Disaster Planning Committee - Secretary, Harold Ross shared the minutes from their last meeting,

May 9, 2017. The committee changed their start time back to 5:00pm beginning with the June meeting.

PUBLIC COMMENT

David Tweedy - 122 N Ginkgo - Tweedy concerned about public works employees smoking and eating on the job.

Alison Gooding - 110 N Elder - Gooding thanked public works for coming out after hours last week and working into the hours of the morning to fix a sewer issue.

Kayleen Bryson - 614 E Main Ave - Bryson thanked the City for the free garbage containers for spring clean-up. Bryson feels the City could have done a better job of letting the public know.

Judith Gorman - 207 N Ginkgo - The Soap Lake Pow Wow is June 2nd, 3rd, & 4th. There will be horses. They are looking for food vendors. They have a schedule and a program for this year's Pow Wow. Diane McAlister will be showing the DVD "Calling the Healing Waters" at Masquers.

OLD BUSINESS

A. Mineral Water Pump Station Update - Councilmember Glassco reported we could replace the pump for less than \$7,000.00. A meter is to be put on the pump. Finance Director Hand to follow up.

B. Update on Fire Hydrant Bid - Councilmember Tramayne reported this project is moving along. They estimate \$85,000.00 to complete the job. They created a Request for Proposals (RFP) and sent it to the City Attorney for review. They have created a list of contractors from MRSC's Small Works Roster to send the Request to.

NEW BUSINESS

A. Gray & Osborne, Inc. - Amendment No. 6 to Contract - Mineral Water Rights - M / Tramayne, S / Lair; to authorize the Mayor to sign Amendment No. 6 - Evaluation of the City's mineral water right. **Motion carried unanimously.**

B. Gray & Osborne, Inc. - Amendment No. 7 to Contract - Topographic Survey for Smokiam and West Beach Parks - Discussion ensued. Tabled to June 7, 2017 meeting.

C. Soap Lake Chamber of Commerce - Event Permit Application - Culpepper & Merriweather Circus - **M / Lair, S / Rushton;** to approve the Soap Lake Chamber of Commerce Event Permit Application for the Culpepper & Merriweather Circus. **Motion carried unanimously.**

D. What to send with Water Quality Letter? - Discussion ensued. Suggestions: Information regarding the Comprehensive Plan, Mayor's Message, Soap Lake Events.

E. City Hall Building Repair - Fulcrum Environmental Consulting - Just Right Cleaning & Construction (JRCC) - Mayor shared Fulcrum's report and an estimate from JRCC. Discussion ensued. Project needs to go to bid. Mayor will find out if Fulcrum will handle bid process.

F. Emergency Sewer Repair - Discussion ensued. **M / Lair; S / Wellein;** to authorize payment to Gray Excavation in the amount of \$41,278.63. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

Planner Piercy - Will be meeting with CERB Board regarding application for Planning Grant for Mineral Water Plan in the amount of \$40,000.00.

Officer Geates - There is a new Soap Lake Most Wanted Poster. Good report from Chief Cox at Leadership Training.

COMMENTS

Wellein invited everyone to McKay for Nursing Home Week.

ADJOURNMENT

There being no further business of the Council; **M /Rushton, S / Wellein;** to adjourn at 7:09pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 7, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Rushton, and Brown
City Staff Members Present: City Planner Piercy, Chief Cox, Deputy Clerk Richardson

M / Rushton, S / Sanderson; to excuse councilmember Lair. **Motion carried unanimous.**

AGENDA ITEMS

➤ CONSENT AGENDA

Regular Council Meeting Minutes - May 17, 2017

Claims EFTs & Claims #17553 - 17606 in the amount of \$130,730.11

A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale Thereof

A Resolution Accepting a Donation for the City of Soap Lake

➤ MAYOR'S MESSAGE

➤ REPORT OF STANDING COMMITTEES

➤ REPORT OF SPECIAL COMMITTEES

➤ PUBLIC COMMENT

➤ OLD BUSINESS

A. Soap Lake Branding Reveal

B. Gray & Osborne, Inc. - Amendment No. 7

C. Fire Hydrant Replacement Bid Approval

D. Wine, Art, Music, Beer & BBQ

E. City Hall Repairs - Fulcrum

F. Soap Lake Mineral Water Pump Repair

➤ NEW BUSINESS

A. Soap Lake Trademark

B. Park Committee - Northwest Playground Equipment, Inc.

C. Jack Hughes - Fireworks Contract

D. Sickboy Greaser Club - Rebel Run 2017 - Special Event Permit Application

E. Switching to I-Fiber for Internet

➤ F. Soap Lake Municipal Code 13.14.290 Water Rates and 13.18.290 Sewer Rates

➤ G. Deanna Tabor - Commercial Residential Utility Charges

➤ H. Lesley Slough - Commercial Residential Utility Charges

I. Soap Lake Public Restrooms

➤ REPORT OF CITY OFFICERS

➤ NEXT ORDINANCE 1248, NEXT RESOLUTION 863

➤ ADJOURNMENT

CONSENT AGENDA

M / Rushton, S /Glassco; to approve the consent agenda. **Motion carried unanimous.**

Mayor asked to move Old Business Item E. to Old Business Item A.

Councilmember Glassco asked to add Item F. to Old Business - Mineral Water Pump Repair

MAYOR'S MESSAGE

City Hall landscaping nearing completion. A Big Thank You to Bev Hasper for donating the Basalt Rock, Mona Kaiser for picking out plants and planning the design, Cindy Ray for grant writing, and Grant County Conservation District for \$10,000.00.

The City Public Works crew puts in a lot of time that is not seen by the public. Little things that happen can cause big problems for public works. For example; when the power goes out for just one minute, it shuts down pumps, wells, etc. Public works has to come in, whatever time, day or night, and reset everything to get it back up and running. This can take as long as three hours; for just one minute without power.

Graduation for Soap Lake Eagles is Saturday, June 10th. Mayor Gravelle and Principal Bang nominated Christina Dorris, and she received a \$1,000.00 Scholarship from Association of Washington Cities (AWC).

Soap Lake's 2017 Community Spring Clean-up removed 54 tons of garbage from Soap Lake.

City Finance Officer Hand thanked Council for approving Xpress Bill Pay. It is going well!

REPORT OF STANDING COMMITTEES

Lake Liaison Committee - Judith Gorman - The Soap Lake City Council and the Soap Lake Conservancy have members on this committee. The committee is working on everything that impacts the lake that the council should know about. They meet the fourth Monday of each month at the Soap Lake Senior Center. They have been discussing; eco system, metering mineral water, and bulk sales.

Parks & Rec Committee - Cindy Ray - Committee is working on a Park's Brochure with help from the Grant County Health District. Xeriscaping at City Hall is almost complete. Dinosaur playground too elaborate for our park. Park Designer, Bob Droll suggested another that is less expensive. The committee chose the community build option so they will need volunteers to help with the installation. Job Corps will do Picnic Plaza. We received a grant from Columbia Basin Foundation in the amount of \$5,650.00 for the children's soccer fields. The park is coming together; the old grass is gone, electricity is in, and hydro seeding will take place next week. Funding is still needed for Information Kiosk and Picnic Shelter.

PUBLIC COMMENT

David Tweedy - 122 N Ginkgo - Glad to see the public restrooms are on the agenda. Tweedy feels the City needs a Parks Department instead of Public Works.

Nell Kovach - 913 3rd Ave NW - There is a group working on the Lava Links Golf Course and they would appreciate it if the City crew could do a little mowing around the holes.

Theresa Sergneri - 115 E Main - Concerned about angled parking on Main near her property. People are backing up uphill and cannot see. Feels it was striped incorrectly. Sergneri also said she bought her property on Main Street in Soap Lake for the Soap Lake Mineral Water and she does not have access. She would like to have Soap Lake Mineral Water.

OLD BUSINESS

- A. Soap Lake Branding Reveal - Amy McGuffin and Tripp Muldrow presented the City's new Branding.

Soap Lake Chamber of Commerce will be hosting their first Business After Hours, Tuesday, June 20, 2017 at 5:30pm, at Gate 17 Event Center. Soap Lake's Branding will be revealed at this event also.

- B. Gray & Osborne, Inc. - Amendment No. 7 - Discussion ensued. **M / Sanderson, S / Wellein;** to approve Amendment No. 7. Discussion ensued. **Sanderson withdraws motion and Wellein withdraws second.** Discussion ensued.
- C. Fire Hydrant Replacement Bid Approval - Councilmember Tramayne informed Council that we received one bid from Gray Excavation in the amount of \$136,330.65. Discussion ensued. **M / Rushton, S / Sanderson;** to approve the Bid from Gray Excavation in the amount of \$136,330.65 to replace Fire Hydrants. **Motion carried unanimously.** Discussion regarding funding ensued. **M / Rushton, S / Sanderson;** to borrow \$60,000.00 from the Water Fund to the General Fund, at the minimum requirements. **Motion carried unanimously.** Attorney Kenison to draft paperwork.
- D. Wine, Art, Music, Beer & BBQ - Cindy Rang reported the event went well. All of the bands and vendors loved the event and said they would come back. The beer and wine garden did ok. They learned a few things this time that will help to make an even better event in the future.
- E. City Hall Repairs - Fulcrum - Discussion ensued. **M / Glassco, S / Wellein,** to engage Gray & Osborne, Inc. for the purpose of managing bidding for remedial work for City Hall; up to \$5,500.00. **Motion carried unanimously.**
- F. Soap Lake Mineral Water Pump Replacement - **M / Glassco, S / Wellein;** to approve Soap Lake Mineral Water Pump Replacement by Wire 2 Water Design in the amount of \$7,621.05. Mayor asked about special meter. Glassco to follow up. **Motion carried unanimously.**

NEW BUSINESS

- A. Soap Lake Trademark - **M / Rushton, S / Wellein;** to approve applying for a registered trademark on the Tag Line "Your Cure for the Ordinary" and the Design and Colors of the new branding for Soap Lake. **Motion carried unanimously.**
- B. Park Committee - Northwest Playground Equipment, Inc. - **M / Rushton, S / Glassco;** to approve the purchase from Northwest Playground Equipment, Inc. in the amount of \$67,557.00. The funding is from Paul Lauzier Foundation.
- C. Jack Hughes - Fireworks Contract - **M / Rushton, S / Brown;** to approve 5 year Lease with Jack Hughes subject to legal counsel providing an additional paragraph that allows the City to terminate the Lease if they were to ban fireworks. **Motion carried. Rushton, Brown, Sanderson, Wellein for. Glassco and Tramayne against.**
- D. Sickboy Greaser Club - Rebel Run 2017 - Special Event Permit Application - **M / Rushton, S / Glassco;** to approve Sickboy Greaser Club - Rebel Run 2017 - Special Event Permit Application. **Motion carried unanimously.**

E. Switching to I-Fiber for Internet - Chief Cox informed council the City will be switching from Saddle Mount Wireless to I-Fiber for Internet.

F. Soap Lake Municipal Code 13.14.290 Water Rates and 13.18.290 Sewer Rates - Deputy Clerk Richardson explained changes made to commercial / residential utility accounts. The Municipal Code regarding the water/sewer charges has not been applied correctly and accounts were not being billed properly. Changes have been made to the commercial/residential accounts to collect for sewer on each unit. Richardson asked Attorney Kenison for her advice. Richardson to supply Kenison with needed information and Attorney Kenison will review.

G. Deanna Tabor - Commercial Residential Utility Charges - Tabor owns a home with two small cottages which she rents. Tabor is concerned about the inequity of utility charges. Tabor also concerned about the fact that the City does not read meters during winter months and the rates change in February; so when meters are read in the spring, customers are being charged the higher rate for excess water for November, December, and January. Tabor also interested in the Utility Rate Study the City is undergoing.

H. Lesley Slough - Commercial Residential Utility Charges - Slough also concerned about the Commercial/Residential Utility charges for sewer units. Slough left a handout comparing Soap Lake's and Ephrata's Garbage rates.

I. Soap Lake Public Restrooms - Tabled to July 5, 2017 Meeting.

REPORTS OF CITY OFFICERS

Planner Piercy - Piercy set a Comprehensive Plan Workshop for Wednesday, June 14, 2017 at 6:00 in the Council Chambers. Two weeks ago the Washington State Department of Commerce awarded a Community Economic Revitalization Board (CERB) Grant in the amount of \$50,000.00 for a Soap Lake Mineral Water Plan. Piercy said "they love Soap Lake".

Chief Cox - Spring Clean-up dumpsters are gone and code enforcement is going to get more aggressive. Two arrests - one for drugs and assaulting an officer and one for burglary. Civil Service will be reviewing applications and setting up interviews. Chief Cox is participating in "Chief for a Day" with a local seven year old girl on Thursday, June 8th.

COMMENTS

Councilmember Brown would like Deputy Clerk Richardson to see if she can acquire the first report generated on the Lake. Possibly from the Washington state Department of Ecology or Quincy Columbia Basin Irrigation District.

There being no further business of the Council; **M /Rushton, S / Tramayne;** to adjourn at 9:10 pm.
Motion carried unanimously.

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 21, 2017

CALL TO ORDER

Council Member John Glassco called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Wellein, Glassco, Tramayne, and Brown

City Staff Members Present: City Planner Piercy, Chief Cox, Finance Director Hand, Fire Chief Sheppard

M / Wellein, S / Tramayne; to excuse Mayor Gravelle and councilmembers Lair, Sanderson, and Rushton. **Motion carried unanimous.**

M/Wellein, S/Brown; to approve Councilman Glassco authority to conduct the meeting. **Motion carried unanimous.**

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - June 7, 2017
 - Claims EFTs & Claims
 - Treasurer's Report
 - A Resolution Accepting A Donation for the City of Soap Lake (\$75,000) from Paul Lauzier Foundation for Playground Equipment at the Paul Lauzier Community Park
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Soap Lake Public Restrooms
- **NEW BUSINESS**
 - A. The Cannabis Kickball Cup - Special Event Permit Application
 - B. Soap Lake Municipal Code 13.14.080 - Septic Tanks
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE 1248, NEXT RESOLUTION 866**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

M / Tramayne, S /Wellein; to approve the consent agenda without the Minutes from June 7, 2017. **Motion carried unanimous.**

M/Tramayne, S/Wellein, to add Old Business Item B-City Cameras to the agenda. **Motion carried unanimous.**

MAYOR'S MESSAGE

Mayor Gravelle is attending the AWC Conference in Vancouver, WA.

REPORT OF SPECIAL COMMITTEES

Disaster Plan Committee - Harold Ross reported on the June Meeting. The next meeting will be July 11, 2017 at 6:00 pm at McKay Healthcare.

PUBLIC COMMENT

Leslie Taylor - 14 S. Evergreen - Disaster Plan Committee has received permission to have a table at Smokiam Days. Sandi Duffy from Grant County will have information available.

Jeff DeGarney - 727 3rd Ave - home water tests are showing Coliform. The test was taken from the kitchen sink.

Kayleen Brison - thanked everyone for the help in cleaning up the Lava Links Golf Course.

Judith Gorman - 207 Ginkgo N - Would like to know the status of the bulk mineral water sales, and the May 8th special council meeting. She is opposed to bulk water sales. The lake is often discussed as a resource but it is not sustainable and should be viewed as a community member. The lake is the reason our community is here. Council could be taking us down a wrong road if they move too fast and only consider the lake as a financial resource.

OLD BUSINESS

- A. Soap Lake Public Restrooms - A letter from the Mayor concerning the public restrooms was read. Council discussed the issues and ways it could be handled. **M/Brown, S/Wellein**, to direct the city to paint, clean, install paper dispensers, fixtures and fittings to make the public restrooms fully functional. **Motion carried unanimous.**
- B. City Cameras - Chief Cox presented a proposal from iFiber to install radio signal communications for the new city cameras. This could save about \$45,000 over the life of the camera contract. **M/Tramayne, S/Wellein**, accept the iFiber installation contract. **Motion carried unanimous.**

NEW BUSINESS

- A. The Cannabis Kickball Cup - Special Event Permit Application. **M/Tramayne, S/Wellein**, to accept the event application. **Motion carried unanimous.**
- B. Soap Lake Municipal Code 13.14.080 - Septic Tanks - City Planner Piercy is working on this. He will meet with City Attorney Kenison to insure all legalities have been met. Item tabled to July 5, 2017 meeting.

REPORTS OF CITY OFFICERS

Planner Piercy reported on the June 14th Comprehensive Plan meeting. A schedule of meeting have been established - the 2nd Wednesday of the month at 6:00 pm at City Hall Council Chambers. The meetings will last for five months.

Police Chief Cox reported Civil Service will be interviewing entry level police officers this coming week. The chosen applicant will have to attend Basic Law Enforcement Academy.

CJTC reimburses small cities for their costs of this academy. SLPD will now be submitting its police logs to the Grant County Journal. Chief Cox and Officer Appling helped Grant County Sheriff's Office during the last Gorge concert. Admin Assistant Lanie Baback has completed NIBRS training. WCIA completed their annual audit. The police department is in need of four laptops for the cruisers.

Fire Chief Sheppard reporting the building inspections are moving along. He has a few reinspections scheduled. The process of installing a firewall at the Food Bank is moving forward. The department answered 31 calls this past month. The fire department is participating in a new dispatch program - IspyFire. This program has been shown to increase response time by up to two minutes. Fire Chief Sheppard cautioned everyone to be aware of the dry conditions. We have a lot of vegetation due to the wet Spring. He asked to have the code enforcement officer contact homeowners about keeping their empty lots cleaned up. Chief Sheppard asked the city to be aware of where they approve the placement of fireworks stands.

COMMENTS

Council member Wellein asked about the condition of the city's brush hog.

There being no further business of the Council; **M /Tramayne, S / Wellein;** to adjourn at 7:02 pm. **Motion carried unanimously.**

John Glassco, Mayor Pro Tem

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 5, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Rushton, Lair and Brown

City Staff Members Present: City Planner Piercy, Chief Cox, Deputy Clerk Richardson and Fire Chief Sheppard

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - June 7, 2017
 - Regular Council Meeting Minutes - June 21, 2017
 - Claims EFTs & Claims #17553 - 17606 in the amount of \$130,730.11
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray & Osborne, Inc. - City Hall Remediation Contract
 - B. An Ordinance Repealing Soap lake Municipal Code Section 13.14.080 Titled "Septic Tanks"
 - C. Mineral Water Funds
 - D. Bulk Mineral Water Sales
- **NEW BUSINESS**
 - A. Schedule Retreat
 - B. Deanna Tabor - Utility Rate Study
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE 1248, NEXT RESOLUTION 863**
- **COMMENTS**
- **EXECUTIVE SESSION (RCW 42.30.110)**
- **ADJOURNMENT**

CONSENT AGENDA

M / Rushton, S /Lair; to approve the consent agenda. **Motion carried unanimous.**

MAYOR'S MESSAGE

Mayor Gravelle - Mayor and Councilmember Lair spent three days at the Association of Washington Cities (AWC) Conference. Some of the classes they attended included, better public engagement and funding infrastructure. They also spent time talking with private and public funding prospects, networking, and meeting with other state agencies.

Fire Hydrant replacement is underway. No timeline as to when it will be complete.

REPORT OF STANDING COMMITTEES

Lake Liaison Committee - Judith Gorman shared the minutes from their last meeting with Council. Committee is still looking for volunteers. They meet the 4th Monday of each month at the Senior Center at 4:00pm.

PUBLIC COMMENT

Alan Peterson - Grant County Economic Development Council (EDC). The EDC is looking for a new executive director. Peterson discussed the purpose and objectives of the Economic Development Council.

Marsha Neihart - 419 W Main Ave - Very successful Smokiam Day. Neihart felt the Soap Lake Chamber should have introduced everyone at the Business After Hours.

Nell Kovach - 913 3rd Ave NW - Soap Lake is mentioned in the AAA Magazine.

Eileen Beckwith - 39 N Dogwood - Beckwith requests council meeting minutes in a timely manner and that Council Rules and Procedures be posted on the website.

Bonnie Holt Morehouse - 718 1st Ave SE - Holt is opposed to the selling of mineral water. Holt referred to Dr. Leo Bodensteiner's lecture on U-Tube.

Judith Gorman - 207 N Ginkgo - Gorman feels the lake needs policy change right away. Drastic steps need to be taken. No bulk water sales.

Beverly Hasper - 522 6th Ave SE - Hasper is against selling bulk mineral water.

Chuck Flint - 127 3rd Ave SE - Flint concerned about 3 lots well overgrown in the 100 block of 3rd SE.

Rita Ratzlaff - 434 Lakeshore Dr. - Ratzlaff concerned about the illegal activities that go on at the Boy Scout Camp entrance.

Kayleen Bryson - 614 Main Ave E - Bryson had a big floaty stolen from area near Boy Scout Camp entrance.

OLD BUSINESS

A. Gray & Osborne, Inc. - City Hall Remediation Contract - Discussion ensued. **M / Rushton, S / Sanderson**; to approve Amendment No. 8 to Contract for Professional Engineering Services between Gray & Osborne, Inc. and the City of Soap Lake. **Motion carried unanimously.**

B. An Ordinance Repealing Soap Lake Municipal Code Section 13.14.080 Titled "Septic Tanks" - Discussion ensued. **M / Tramayne, S / Glassco**; to approve Ordinance No. 1248 -

An Ordinance Repealing Soap Lake Municipal Code Section 13.14.080 Titled "Septic Tanks". **Motion carried unanimously.**

C. Restroom Maintenance Funding - Discussion ensued. Continued to next agenda 7-19-17.

D. Mineral Water Funds - Discussion ensued. **M / Brown, S / Rushton;** to table to next agenda 7-19-17. **Motion carried unanimously.**

E. Bulk Mineral Water Sales - Discussion ensued. Continued to next agenda 7-19-17.

NEW BUSINESS

A. Schedule Retreat - Retreat set for Wednesday, July 26, 2017 at Cloudview Kitchen at 10:00am.

B. Deanna Tabor - Utility Rate Study - The FCS Group contract expired 2-1-17. Amend or get a new contract. Specific dates for completion.

REPORTS OF CITY OFFICERS

City Planner Piercy - The second Comp Plan meeting will be Wednesday, July 12th at 6:00pm in the Council Chambers. There will be one meeting per month through October. Will identify Goals; parks and rec, mineral water, and the lake.

Police Chief Cox - Officer Diaz had a baby girl. Office Assistant Babak is certified in Property and Evidence, the National Incident Based Reporting System (NIBRS), Public Records, Access, and Spillman. State Auditors found 100% of evidence at audit. Cox read a memo regarding the purchase of laptops. **M / Glassco, S / Wellein;** to approve the purchase of laptops at \$8,132.00. **Motion carried. Glassco, Wellein, Rushton, Sanderson, Lair, and Brown for. Tramayne against.**

Fire Chief Sheppard - Sheppard not happy about the way the Public Fireworks went this year. There will have to be a certified rescue boat in the water if they are going to have fireworks next year. Also the fireworks stands will have to be placed differently next year to be legal.

Sheppard reported a fire on Main and Ginkgo. The department received a donation of \$750.00 for Automatic External Defibrillators (AEDs). They ordered two. Since June 21st the department had 6 EMS calls, 1 structure fire, and 2 grass fires.

EXECUTIVE SESSION

In Executive Session at 7:50 for 30 minutes.

Out of Executive Session at 8:20.

There being no further business of the Council; **M / Sanderson, S / Rushton;** to adjourn at 8:20pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 19, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Wellein, Glassco, Tramayne, Rushton, Lair and Brown
City Staff Members Present: City Planner Piercy, Police Chief Cox, and Finance Director Hand

Rushton/Tramayne moved to excuse Councilmember Sanderson. **MOTION CARRIED UNANIMOUS.**

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - July 5, 2017
 - Claims & EFTs #17661 - 17691 in the amount of \$102,298.55
 - Payroll & EFs #25405 - 25410 in the amount of \$26,526.87
 - Treasurer's Report
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
 - Emily Braunwart with NW Farm Credit Services
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Restroom Maintenance Funding
 - B. Mineral Water Funds
 - C. Bulk Mineral Water Sales
 - D. Commercial/Residential Utility Charges
- **NEW BUSINESS**
 - A. Redeeming Grace Church - Outreach - August 4th & 5th
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE 1249, NEXT RESOLUTION 867**
- **COMMENTS**
- **EXECUTIVE SESSION (RCW 42.30.110)**
- **ADJOURNMENT**

CONSENT AGENDA

M / Lair, S /Rushton; to approve the consent agenda. **Motion carried unanimous.**

Mayor requested the following agenda items be added:

New Business B: Sewer Lift Station

New Business C: 1033 Federal Military Surplus Contract

Rushton/Lair moved to approve. **Motion Carried Unanimous**

MAYOR'S MESSAGE

Mayor Gravelle - Presented an announcement from the Grant Transit Authority for a Multi Modal Transit Center on Division in Moses Lake. A public ceremony will happen on July 31st. Mayor Gravelle showed the new street banner with the new marketing colors and font. Soap Lake will be getting an Electric Charging Station for electric cars. It will be located near the skate park. The cost of the station to the city will only be the cost of electricity. The installation is being provided for through a USDA grant. Mayor Gravelle updated council on the water test concerns. All tests have come back negative for contaminants. Councilmember Glassco was asked about the pump for the mineral water. The contractor has not returned his call to verify the status. Mayor Gravelle presented a progress report from Gray Excavation on the Fire Hydrant Replacement project. Change orders will be coming. Two new street lights have been ordered due to damage caused in an auto accident. Mayor noted the retreat agenda is rather large and challenged council to narrow it down. Council confirmed some items will be removed, depending on decisions made at tonight's meeting.

REPORT OF STANDING COMMITTEES

Parks - Cindy Ray introduced Emily Braunwart from NW Farm Credit Services. Emily presented the council with a \$750 award for the Lauzier Park improvements. Cindy later reported on the status of the park design, soccer fields, and picnic area. Playground equipment has been ordered and will be placed in late August/early September. The committee will be looking for volunteers to assist.

Lake Liaison Committee - Judith Gorman reminded everyone that the next meeting is July 24th at 4:00 pm at the Soap Lake Senior Center.

PUBLIC COMMENT

Marsha Neihart - 419 W Main Ave - Noted the City Hall flag is tattered. Asked if there will be a public forum for the candidates running for City Council?

David Tweedy - 122 N Gingko - Stated he recently had guests who wanted to visit the lake. His guests were very upset about the public bathrooms.

Trudy Black - 42 Hemlock - Stated she does not understand why council is dragging their feet on fixing the restrooms.

Al Lundberg - Delta Street - He noted the mineral water system is on the agenda again. He has experience with problem solving. Our lake is a unique feature. He suggested the question should be to identify an amount of mineral water that is reasonable for removal that will not impact lake quality. This would help with the decision making in the future.

Gary Korelzy - 423 2nd Ave NE #3 - He has worked with other marketing projects. Suggested power craft be removed from the lake immediately. Establish a reciprocal

relationship with Baden-Baden, Germany, bring in manufacturing, and promote new ideas for the city.

OLD BUSINESS

- A. Restroom Maintenance Funding - Discussion ensued. **M / Tramayne S / Glassco**; to close the Advanced Travel Fund and use the money for bathroom repairs. **Motion carried unanimously.**
M/Glassco, S/Tramayne to authorize up to \$5,000 for materials for the Highway and Smokiam Park bathroom improvements. **Motion carried unanimously.**
Councilmember Tramayne noted the Restroom item on the Retreat agenda can be removed.
- B. Mineral Water Funds - Finance Director Hand presented calculations for a new beginning fund balance. Option 1 \$47,055.64 and Option 2, \$182,502.06. The topic was heavily discussed. After much debate and discussion, **M/Glassco, S/Tramayne** to establish the Mineral Water Fund beginning fund balance for 2017 of \$182,502.06. **Motion carried 5-2**
- C. Bulk Mineral Water Sales - **M/Tramayne, S/Glassco** a six month moratorium on bulk mineral water sales on any new bulk customers until the mineral water plan is established. Existing customers are grandfathered in. BULK being defines as: the transportation of mineral water from city facilities to other facilities not served by the city. **Motion carried 6 - 1**
- D. Commercial/Residential Utility Charges - please remove.

NEW BUSINESS

- A. Redeeming Grace Church - Outreach - August 4th and 5th - **M/Rushton, S/Sanderson** to approve the Redeeming Grace Church Event application. **Motion carried unanimously.**
- B. Sewer Life Station Odor - Discussion about the odor being carried to the hotels. **M/Glassco, S/Lair** to approve the Mayor to engage Gray & Osborne for a proposal to install an air filtration system on Lift Station #1. **Motion carried unanimously.**
- C. 1033 Federal Military Surplus Contract - this contract calls for an annual renewal. **M/Sanderson, S/Rushton** to authorize the Police Chief to sign the 1033 agreement. **Motion carried 6-1.**

REPORTS OF CITY OFFICERS

City Planner Piercy - He has received one new building permit. The second Comp Plan meeting took place Wednesday, July 12th at 6:00pm. Due to the ethnic diversity of Soap Lake, he will be checking into have the flyers printed in three languages for

better community participation. He noted that we may also need an interpreter for the meeting.

Finance Director Hand - reminded citizens that when staff is at home, please do not expect them to conduct city business. When staff is at home - that is their personal time, please be respectful of that. If a citizen has questions about the city or council, please come directly to city hall.

Police Chief Cox - Officer Diaz is back from paternity leave. All the equipment is in for the city cameras. City will need an MOU with PUD for placing the cameras on PUD poles. PUD will forward the MOU to Chief Cox. Suggested lighting for the restrooms to discourage vandalism. Spencer Nulph was been conditionally hired for the police department. He will be attending the academy this fall.

COMMENTS:

Mayor asked council member for thoughts and comments:

Tramayne - reported on budget conference in Leavenworth

Glassco - suggested the possibility of bringing in goats to clean up the spray fields at the sewer plant and possibly other properties. Mayor asked him to check into it.

Brown - encouraged everyone to visit the Wildhorse Wind Farm in Ellensburg

Wellein - reported attending the budget conference in Leavenworth

Lair - has new leads on replacing the dog shelter. She is still working on the veteran's memorial.

There being no further business of the Council; **M / Sanderson, S / Rushton;** to adjourn at 7:03pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL RETREAT

July 26, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 10:07 am.

ROLL CALL

Council members present: Rushton, Lair, Sanderson, Brown, Wellein, Glassco, Tramayne

City Staff Members Present: City Planner Piercy, Police Chief Cox, Public Works Director Fronsman, and Finance Director Hand

AGENDA ITEMS

- **MAYOR'S MESSAGE**
- **COUNCIL COMMENTS**
- **Presentation by Dude Solutions for Inventory & Asset Management Solutions**
- **City Department Heads – Police, Public Works, Fire**
- **Darryl – Comp Plan – Economic Development**
- **Sewer Rates**
- **Mineral Water**
- **Interaction between Councilmembers and City Hall Staff**
- **Water Backflow Protection**
- **Budget Planning/Goals for 2018**
- **ADJOURNMENT**

MAYOR'S MESSAGE

Mayor Gravelle reminded council that the retreat is informal. He asked the council to work on how they can do things better. i.e.: improve communication style and decorum during the meetings. The mayor admitted the city dropped the ball on administering contract performance. A list of current contracts and the status of each with Gray & Osborne was distributed. Mayor Gravelle brought forth the suggestion of a contract administrator. City Planner Piercy has extensive experience in this area and would be willing to bring forward a contract for services. This does not make Planner Piercy the city administrator, nor does it make him a city employee. Planner Piercy noted that the city has more projects going on than any other city in Grant County.

COUNCIL COMMENTS

Councilmember Brown: He has been in contact with City of Entiat and discussed the projects they have accomplished. Mayor Gravelle asked Councilmember Brown to invite the mayor of Entiat to attend a council meeting.

Councilmember Glassco: Commented on the comparable size of Chelan and Leavenworth. He suggested having someone from those communities share how they attract tourists to their areas.

Councilmember Tramayne: Commented that our city is eclectic and we should capitalize on that. Our branding campaign has a retro look, therefore, we should emphasis on just how retro we are.

Presentation by Dude Solutions for Inventory & Asset Management Solutions

Dude Solutions is a company specializing in infrastructure asset management. They will be making a presentation to the council on August 2, 2017.

REPORTS OF CITY OFFICERS

Public Works Director Fronsman - delivered some FEMA information to the Mayor this morning on the damage costs of this past winter. The amount is over \$900,000. Approx. 12 fire hydrants have been replaced. Gray's Excavation will do the asphalt and concrete replacement at one time, so the fire hydrants are taped off. Mayor notified Director Fronsman that Gray's is not notifying residents of water shutoff. Councilmember Glassco thanked Director Fronsman for being frugal with city money and his management of the water system. He did have a concern about streets not being swept, the condition of the spray field, and nonattendance of council meetings. Director Fronsman noted the spray field was planted with native grasses and it gives the field an 'unkept' look but this was done to save personnel time and weed spray requirements. Councilmember Sanderson asked about the pothole repair schedule. Director Fronsman noted 35 tons of asphalt has been brought in for repairs, but cautioned on making too many repairs as it may affect FEMA funding. Councilmember Sanderson also asked about shoulder repairs and preservation of existing asphalt. Director Fronsman reported the city does not have the type of machinery to do shoulder repairs. He also noted the grader is down with broken rims. He is unable to find someone to fix or replace them. Mayor Gravelle suggested Director Fronsman, Chief Cox, and himself meet at Public Works to see what equipment could be sold to buy a new grader. Councilmember Brown asked about A CCS - Cross Connection Control Specialist. Director Fronsman explained what the duties are and how he handles the water system.

Police Chief Cox - He has received the MOU from the PUD for the cameras. Council will need to approve the MOU at the next meeting. Chief Cox has located a fully outfitted Police Purpose Command Post Vehicle. If he is able to acquire it, the other command post vehicle will be returned to the military. Councilmember Sanderson remarked on the improvements of beach patrols and thanked Chief Cox. Chief Cox noted over 900 case reports this year so far. Mayor Gravelle asked about code enforcement. Chief Cox report one mobile home in particular has been cited and he has contacted SAMISH about the ditch but hasn't received a call back. Councilmember Lair noted someone is squatting in a condemned house. Chief Cox has applied for a three year grant for a police officer. He also noted that Admin. Assistant

Lanie Babak is in the office from 7 am to 5 pm and answers calls. Calls received outside those hours are sent to MACC.

Finance Director Hand - The city is currently receiving 141 online payments from Xpress with more customers signing up. Director Hand noted that not all sites at the campground are being paid for. Admin Assistant Anna Eastabrooks collected one envelope with only eighty-nine cents in it. She has asked Chief Cox to research the costs and requirements of a pay station at the campground. This would require the use of credit/debit cards, rates will be preset per site selected, and a receipt printed for the customer.

Comprehensive Plan

Planner Piercy reported on the two Comp Plan meetings held so far. He estimates he will be holding monthly meetings through October. He noted that Soap Lake has the most active community participation in the Comp Plan than any other city he works with. He will compile a draft in November for the council to review. It is up to the council what changes it approves or rejects. Councilmember Sanderson asked if council has to attend the meetings. She also noted that opinions on the lake may not be an overall representation of the citizenry. Planner Piercy made special note of a concern that came out in the meetings - the idea that the two areas of the city are treated differently. He suggested districting the city for better representation in those areas, but the attendants were against it. He noted the Comp Plan should address: water hookups, sewer capacity, economic development and its impact on city services, mineral water plan, storm water plan, and a relationship with the Bureau of Reclamation.

Sewer Rates

Councilmember Sanderson suggested council look at restructuring Residential Commercial Sewer Rates. Councilmember Glassco noted excess water in the summer is usually irrigation and does not affect the city sewer system. A flat rate based on number of bedrooms was suggested.

Mineral Water

Councilmember Glassco suggested partnering with Bureau of Reclamation, Grant County, and the Health Dept. to monitor the health of the lake. Planner Piercy asked council if they were interested in expanding the Urban Growth Area to include the entire shoreline of the lake. All council member indicated they were.

Interaction between Councilmembers and City Hall Staff

Councilmember Sanderson suggested making an appointment if the council member will require time and a search for information.

Water Backflow Protection

Councilmember Brown presented information on Coliform bacteria. He suggested that Director Fronsman may be misunderstanding his requirements on investigating a

claim on contamination. He suggest Mayor Gravelle contact the Health District on how to proceed and what our requirements are.

Budget Planning/Goals for 2018

Finance Director Hand presented a copy of the City of Mabton Business Plan and Goals. She challenged council to come up with a similar plan for City of Soap Lake. Director Hand also presented information from Public Works Director Fronsman on the estimates of replacing old water meters with new wi-fi meters. Councilmember Glassco suggested a separate water system for irrigation. He also made note of the following items for budget discussion: address vacant & speculative property in regard to costs for fire hydrants and street lighting and develop a strategy to pave the unpaved streets. He questioned how many towns rely on tourism as sole-source funding.

COMMENTS:

Councilmember Wellein reported Rotenone will be dumped at twice the recommended rate into the lake near Ephrata. Councilmember encouraged him to meet with County Commissioner Stevens about it and express our concern. Councilmember Rushton presented a news article on keeping foliage trimmed up for street and sidewalk safety.

There being no further business of the Council; **M / Brown, S / Tramayne;** to adjourn at 2:10 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 2, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Lair, and Brown
City Staff Members Present: Finance Director Hand, City Planner Piercy, Police Chief Cox, Deputy Clerk Richardson

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - July 19, 2017
Council Retreat Meeting Minutes - July 26, 2017
Claims EFTs & Claims #17696 - #17723 in the amount of \$71,069.79
Payroll EFT's & Claims #25411 - #25422 in the amount of \$30,043.59

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Gray Excavation - Change Orders and Extension of Contract
B. Memorandum of Understanding-Grant County PUD

➤ **NEW BUSINESS**

A. Dude Solutions
B. Gary Krause

How to expand and build next to McKay Healthcare
My Jetson Vision for Soap Lake

C. An Ordinance of the City of Soap Lake, Washington, Adopting a Revised Chapter 2.10 Entitled "Departmental Organization-Appointment and Removal"; Defining Purpose of Chapter; Defining Department Heads-Enumerated; Appointment of Department Heads; and Removal of Department Heads

D. An Ordinance Repealing Soap Lake Municipal Code Section 3.72 Titled "Travel Advance Fund"

E. An Ordinance Repealing Soap Lake Municipal Code Section 2.32 Titled "Fire Department"

F. An Ordinance Repealing Soap Lake Municipal Code Section 2.34 Titled "Emergency Medical Service and Ambulance Service"

G. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016-1242, 2017-1244, 2017-1245, 2017-1246.

➤ **REPORT OF CITY OFFICERS**

➤ **NEXT ORDINANCE 1249, NEXT RESOLUTION 868**

➤ **COMMENTS**

➤ **ADJOURNMENT**

M / Lair, S / Sanderson; to excuse Councilmember Rushton. **Motion carried unanimously.**

CONSENT AGENDA

M / Sanderson, S / Wellein; to approve the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

The new marketing logo is starting to be used by our local businesses. There is a new Park's and Recreation brochure and a Soap Lake Brochure. The Chamber has T-Shirts with the new logo for sale.

REPORT OF SPECIAL COMMITTEES

Disaster Preparedness Committee - Harold Ross shared the minutes from their last meeting with the Council.

PUBLIC COMMENT

Kayleen Bryson - 614 E Main Ave - Bryson reported the "Bathroom Mob" has put in over 40 hours on public bathrooms. Bryson would like the "Bathroom Mob" on the August 16th Agenda.

Marsha Neihart - 419 W Main Ave. - Neihart took a tour through the bathrooms. Neihart asked about the trunks open at the beach and people selling fruits and vegetables.

OLD BUSINESS

A. Gray Excavation - Change Orders and Extension of Contract - **M / Glassco, S / Wellein;** to approve change orders as presented. **Motion carried unanimously.**

M / Tramayne, S / Wellein; to approve the extension of the contract with Gray Excavation to August 22, 2017, 5 working business day including August 22, 2017. **Motion carried unanimously.**

B. Memorandum of Understanding - Grant County PUD - **M / Sanderson, S / Tramayne;** to approve Memorandum of Understanding with additional expense to Grant County PUD up to \$3,500.00. **Motion carried unanimously.**

NEW BUSINESS

A. Dude Solutions - Offers Asset Management Software.

B. Gary Krause - How to expand and build next to McKay Healthcare - My Jetson Vision for Soap Lake - Krause discussed the Hobie Mirage Adventure Island, Hoverstream Hovercraft, Universal Hovercraft, The Wounded Warrior Homes program, and Full-Feature Kitchenettes for small homes.

- C. An Ordinance of the City of Soap Lake, Washington, Adopting a Revised Chapter 2.10 Entitled “Departmental Organization - Appointment and Removal”; Defining Purpose of Chapter; Defining Department Heads - Enumerated; Appointment of Department heads; and Removal of Department Heads - **M / Sanderson, S / Tramayne**; to approve Ordinance No. 1249 - An Ordinance of the City of Soap Lake, Washington, Adopting a Revised Chapter 2.10 Entitled “Departmental Organization - Appointment and Removal”; Defining Purpose of Chapter; Defining Department Heads - Enumerated; Appointment of Department heads; and Removal of Department Heads. **Motion carried unanimously.**
- D. An Ordinance Repealing Soap Lake Municipal Code Section 3.72 Titled “Travel Advance Fund” - **M / Glassco, S / Tramayne**; to approve Ordinance No. 1250 - An Ordinance Repealing Soap Lake Municipal Code Section 3.72 Titled “Travel Advance Fund”. **Motion carried unanimously.**
- E. An Ordinance Repealing Soap Lake Municipal Code Section 2.32 Titled “Fire Department” - **M / Lair, S / Sanderson**; to approve Ordinance No. 1251 - An Ordinance Repealing Soap Lake Municipal Code Section 2.32 Titled “fire Department”. **Motion carried unanimously.**
- F. An Ordinance Repealing Soap Lake Municipal Code Section 2.34 Titled “Emergency Medical Service and Ambulance Service” - **M / Lair, S / Sanderson**; to approve Ordinance No. 1252 - An Ordinance Repealing Soap Lake Municipal Code Section 2.34 Titled “Emergency Medical Service and Ambulance Service”. **Motion carried unanimously.**
- G. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016-1242, 2017-1244, 2017-1245, 2017-1246 - **M / Tramayne, S / Glassco**; to approve Ordinance No. 1253 - An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016-1242, 2017-1244, 2017-1245, 2017-1246. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - Another new single family residence building permit. Working with a business on plans for retail space and cottages on Main. Comp Plan meeting Wednesday, August 9th from 6:00pm to 8:00pm at City Hall. Will be discussing Land Use section. Piercy was invited to speak at the Soap Lake Conservancy meeting on Saturday, August 12th at 9:00am at the Soap Lake Senior Center.

Finance Director Hand - 192 Xpress bill pay payments in July. Will be out August 3rd and 7th on Vacation.

Police Chief Cox - New Officer, Spencer Nulph is at the Academy in Spokane until December 8th. Officer Geates started vacation today. The department has made 18 arrests in the last two weeks. The department was awarded a command post that is currently in Alaska. They are working on transporting.

Chief Cox found a Grader for public works on the Public Service Website for \$40,000.00. Discussion ensued. **M / Glassco, S / Wellein;** to approve the purchase of a Grader for \$40,000.00 + tax and license; to be funded by the general fund and sale of surplus equipment. **Motion carried. Glassco, Wellein, Tramayne, Lair, and Sanderson For. Brown Against.**

COMMENTS

Councilmember Sanderson expressed her satisfaction with having the Retreat at Cloudview Kitchen and suggested this become the new Retreat meeting place.

Budget Workshop - Council set Wednesday, August 30th at 10:00am as the date and time for their Budget Workshop. Workshop to be held at Cloudview Kitchen.

Councilmember Tramayne said the “Bathroom Mob” is planning to meet on Saturday at 1:00pm.

There being no further business of the Council; **M / Sanderson, S / Tramayne;** to adjourn at 7:10pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 16, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Rushton, Brown and Lair
City Staff Members Present: City Planner Piercy, Police Chief Cox, Fire Chief Sheppard,
Finance Director Hand

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - August 2, 2017

Claims EFTs & Claims #17726 through 17759 in the amount of \$112,646.56

Claims #17724 & 17725 VOID

Treasurer's Report

A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale

Thereof

- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEE**
- **REPORT OF SPECIAL COMMITTEE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
- **REPORTS OF CITY OFFICERS**
- **COMMENTS**
- **NEXT ORDINANCE 1254, NEXT RESOLUTION 868**
- **ADJOURNMENT**

CONSENT AGENDA

M /Lair, S/Rushton; to approve the consent agenda. Motion carried unanimous

M/Tramayne, S/Glassco; money from the sale of the fire hydrants be applied to fire hydrant maintenance. Motion carries unanimous

M/Lair, S/Rushton; add agenda item 9C Ginkgo Street Design to new business. Motion carried unanimous

MAYOR'S MESSAGE

Mayor Gravelle read a note from Paul and Chong Park. The Park's donated \$1,000 to the Police Reserves. A vendor station for the campground has been tentatively ordered. Final contract and lease papers will be presented at the Sept. 6, 2017 council meeting for approval. Mayor Gravelle informed the council he is checking into putting in a portable office trailer for City Hall staff. The portable would be used until the renovations are complete. Once started, staff cannot be in the building. He also brought forward the idea of moving the Police Department into the old fire building. Chief Cox answered questions and gave information about this proposal. Cannabis Kickball event on August 25th and 26th. Soap Lake now has an electric vehicle charging station by the city skate park.

REPORT OF STANDING COMMITTEES

Parks - Cindy Ray reported receiving a \$6,000 donation from SAMIS for Lauzier Park. Tatum has been taking care of Lauzier Park in order to get the fescue grass established. He will train the staff on the new water system and turn the care over to the city. The playground equipment has been delivered. A work day will be planned.

Emergency Response - Harold Ross presented a draft Emergency Operations Plan for the city to consider. The final draft should be finished by September 20th. He would like to see the committee stay active after the plan is approved. Mr. Ross invited council and city officers to attend the Sept. 12th meeting at McKay Healthcare at 6 pm.

Lake Liaison - The committee has reviewed the city's mineral water ordinance. They presented their proposed changes for council to review. Further discussion and possible approval of changes will be at the Sept. 6th meeting.

PUBLIC COMMENT

Gary Krause - 423 2nd Ave SE - Highlighted Wenatchee's growth. Asked who to talk to about vacant lands within the city. Suggested tying in with Southshore Harbor to offer reciprocal discounts for travel.

Kayleen Bryson - 614 E Main - pleased with the response to the bathroom cleanup. Thanks to everyone for the help.

Nel Kovack - 913 3rd Ave NW - working on a presentation for the James Building and how it can be used. They have the funding to repair the roof. Masquers is having a fundraiser on August 26th. Asked about the 'waterfall' at the end of the lake. Mayor Gravelle responded he has left messages with USBR but received no answer. Councilmember Glassco volunteer to go with Mayor Gravelle to the USBR office in Ephrata.

OLD BUSINESS

A. Bathroom Mob - Councilmember Tramayne reported on the Aug. 5th meeting. The group will meet again on August 29th at 5:30 pm in the Soap Lake Council Chambers. Base painting will be on Sept. 9th and 10th. The artwork will be done on Sept. 16th and 17th. This will be a community project with a picnic to follow.

NEW BUSINESS

A. Gray & Osborne, Inc. - Amendment No. 9 to Contract for Professional Engineering Services - Lift Station - **M/Rushton, S/Sanderson**; approve the contract of \$7,600 for Lift Station order control. **Motion carried unanimous**

B. Animal Shelter - **M/Tramayne, S/Wellein**; to approve a budget for the animal shelter for \$3,000 to include animal care at the Ephrata Vet Clinic, cleaning of bedding, and other expenses. **Motion carried 4 to 3 - Tramayne/Glassco/Brown/Wellein in favor; Lair, Sanderson, Rushton against.** Mayor Gravelle asked staff to check with other cities on how they handle their pet licenses.

C. Ginkgo Street Design - Mayor Gravelle presented two designs from Gray & Osborne for redoing Ginkgo Street. Council discussed the designs and brought forward other ideas.

REPORTS OF CITY OFFICERS

Planner Piercy - New permit for a retail establishment and a condo. Next Comprehensive Planning meeting is Sept. 13th. The travel trailer on Division does not have a permit. Chief Cox will contact them.

Finance Director Hand - FCS is ready to present a preliminary rate study report. Council agreed on August. 24th at 1 pm at City Hall. Budget Retreat will be August 30th at 10 pm at Cloudview in Soap Lake. Council was presented a new travel policy. Please review it. The policy will be voted on at the Sept. 6th meeting.

Police Chief Cox - Schools starts Aug. 30th - keep an eye out for kids. Cameras will be installed beginning August 21st. Office Nulph is doing well at the academy. He is working on a proposal for leasing equipment for Public Works. Jake at Gray's Excavation plans to start laying asphalt on August 18th for the fire hydrant repairs.

Fire Chief Sheppard - Twenty-two calls in the city this past month. The library reported having smoke in the building. Masquer's has been closed for two weeks due to the fire suppression system not working properly. It is now fixed and the theater has been reopened. Councilmember Glassco asked about scheduling a pressure check for the Upper Pressure Zone. He will coordinate with Chief Sheppard.

COMMENTS

Councilmember Lair - working on a grant for the animal shelter. Found a website where she can get the names of Soap Lake veterans for the memorial.

Councilmember Sanderson - suggested a fundraiser for the animal shelter.

ADJOURNMENT

There being no further business of the Council; **M/Rushton, S/Lair**; to adjourn at 7:56 pm.
Motion carried unanimously.

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL WORKSHOP

August 24, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 1:10 pm.

ROLL CALL

Council members present: Rushton, Lair, Brown, Wellein, Glassco, Tramayne
City Staff Members Present: Finance Director Hand

AGENDA ITEMS

- FCS Presentation on Utility Study - Tage Aaker
- ADJOURNMENT

Tage Aaker of FCS presented a PowerPoint presentation on the results of their utility rate study. Council discussed the rate study, rate increase projections, and optional rate scenarios. FCS is working on the Cost of Service Study.

There being no further business of the Council; **M / Brown, S / Glassco**; to adjourn at 3:30 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL RETREAT

August 30, 2017

CALL TO ORDER

Mayor Gravelle called the meeting to order at 10:07 am.

ROLL CALL

Council members present: Lair, Brown, Wellein, Glassco, Tramayne
City Staff Members Present: Finance Director Hand, Police Chief Cox

AGENDA ITEMS

- **Develop City Business Plan**
- **Establish 2018 Goals**
- **ADJOURNMENT**

City Council members discussed objectives and goals for 2018 - 2022. A City Business Plan has been developed with deliverables for 2018 included. Staff will type up the plan for presentation at the Sept. 6, 2017 Council Meeting.

There being no further business of the Council; **M / Brown, S / Glassco**; to adjourn at 1:30 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 6, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Lair, Rushton, and Brown

City Staff Members Present: Finance Director Hand, City Planner Piercy, Police Chief Cox, Deputy Clerk Richardson, WWTP Operator Sean Meyers and City Attorney Kenison

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - August 16, 2017
 - Council Workshop Minutes - August 24, 2017
 - Council Budget Retreat Minutes - August 30, 2017
 - Claims EFTs & Claims #17724 - 17795 in the amount of \$85,917.61
 - Payroll EFT's & Claims #25411 - 25440 in the amount of \$111,888.35
- **MAYOR'S MESSAGE**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Mineral Water Ordinance
 - B. Animal Shelter Funding
 - C. Video Surveillance Camera Demonstration
 - D. Police Department - Mobile Home purchase
 - E. City Restrooms
- **NEW BUSINESS**
 - A. Grant County Conservation District - Marie Lotz - Harold Crose
 - B. Travel & Expense Reimbursement Policy
 - C. Campground Vendor Station Contract/Lease
 - D. Pet License Fees
 - E. Backhoe replacement
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE 1254, NEXT RESOLUTION 869**
- **COMMENTS**
- **EXECUTIVE SESSION - Possible Litigation**
- **ADJOURNMENT**

CONSENT AGENDA

M /Rushton, S /Lair; to approve the consent agenda. Motion carried unanimously.

MAYOR'S MESSAGE

The Police Department has masks for the smoke. The Utility Rate Study has been completed. There is a short version available to the public. There will be a public hearing on September 20, 2017. The City Business Plan is also completed and available to the public. There will also be a public hearing on September 20, 2017 on the Business Plan.

Add Old Business Agenda Item E. Lighting for restrooms - Segalini Electric. **M / Lair, S / Glassco**; to add Agenda Item E to Old Business - Lighting for restrooms. **Motion carried unanimously.**

REPORT OF SPECIAL COMMITTEES

Parks Committee - Cindy Ray shared new park design. Public Works has to get playground area ready. Contractor has to move sprinklers. Committee applied for a SIP Grant. Work on Soccer Field to start next week. Restroom will be hooked up on Friday. Thanks to Dave and Nancy Tweedy and Steve Wellein for cleaning up the park.

Disaster Preparedness Committee - Harold Ross asked Council to take a look at the Plan and let him know if they have any comments, changes, or concerns. Leslie Taylor said there are still positions that need filled.

Restroom Committee - Judith Tramayne said they are still looking for volunteers to help paint the City Restrooms. Saturday and Sunday, September 16th & 17th at 9:00am at Smokiam Park.

PUBLIC COMMENT

Gary Krause - 425 NE 2nd Ave #3 - Help Jay Erdahl. Focus energies on the community. Build on Five year endeavor. Victory Veterans Village.

Jacob Bang - 10515 Rd 20 - Soap Lake Middle School/High School Principal. Starting a New School Year. Thanks to everyone that came out to the game on Friday. Big events coming up. This year's Homecoming Game will be Friday, September 29th at 7:00pm. Before the game there will be an all class school reunion celebrating 60 years since the first graduating class of Soap Lake High School. The school board is also having a Bar BQ that is \$5.00 and that includes meal and a ticket to the game.

Kayleen Bryson - 614 E Main Ave. - Bryson thanked the city for caring about our town and trying to improve it. Bryson asked that the Council look at all options for Ginkgo Street improvements. She suggested the City get citizen input on Ginkgo Street. She would like to see the boulevard style stay, no gravel used, and to have wide sidewalks.

Nels Borg - 614 E Main Ave. - Borg agreed with Bryson. No gravel, ADA concerns, public input.

Nel Kovach - 913 3rd Ave NW - Kovach said maybe Ginkgo could be used as an extension of the trails. Let's take a look at all options for this street.

OLD BUSINESS

- A. Mineral Water Ordinance - Discussion ensued. Council asked City Attorney to amend the Soap Lake Mineral Water Ordinance to include: Water meters to be installed on all existing Soap Lake Mineral Water Accounts.
- B. Animal Shelter Funding - Discussion ensued. Continued to the September 20, 2017 Council Meeting Agenda.
- C. Video Surveillance Camera Demonstration - Continued to the September 20, 2017 Council Meeting Agenda.
- D. Police Department - Mobile Home purchase- Continued to the September 20, 2017 Council Meeting Agenda.
- E. City Restrooms - Discussion ensued. Council decided not to use Segalini Electric for replacement of the lights in the public city restrooms.

NEW BUSINESS

- A. Grant County Conservation District (GCCD) - Harold Crose - Marie Lotz - Crose discussed functions of the GCCD and asked the City if they would like to annex into the GCCD. Discussion ensued. **M / Glassco, S / Wellein;** to annex in to the Grant County Conservation District. **Motion failed. Brown, Glassco, and Wellein for. Rushton, Sanderson, Lair, and Tramayne against.**
- B. Travel & Expense Reimbursement Policy - Continued to the September 20, 2017 Council Meeting Agenda.
- C. Campground Vendor Station Contract/Lease - Continued to the September 20, 2017 Council Meeting Agenda.
- D. Pet License Fees - Discussion ensued. No action taken.
- E. Backhoe replacement - Discussion ensued. Continued to September 20, 2017 Council Meeting Agenda.

REPORTS OF CITY OFFICERS

Police Chief Cox - Police Department does have masks for the smoke. All officers are now carrying Narcan and are trained in how to use it. Narcan is used in the

emergency treatment of known or suspected opioid overdose. Officer Appling has left the department for another position. The gate at the Samis Property near the Boy Scout Camp is being moved out closer to the road. Walking in is still allowed. Cameras are up but do not have power yet.

City Planner Piercy - Next Comp Plan Meeting is Wednesday, September 13th at 6:00pm. Two new building permits for single family residences. Several others under construction. New activity on the 4 Plex across from the City Park. New permit for the Lakeside Cottages on Main.

Finance Director Hand - Business Plan complete. Please look it over. Policy committee meeting Friday, September 8th at 1:00pm at City Hall. Fire Hydrants to be inspected and tested by Kirk Sheppard and Darrin Fronsman. Hand will be out September 12 - 15th for training, September 18 & 19th for Civil Service Training and October 17 - 20th for WAPRO training. Will work Fridays and remote in from home. Hand sent out call of Budget to Department Heads to be returned by the 14th. Public Hearings for the 2018 Budget start October 18th. Budget Retreat Monday, September 25th at 10:00am at Cloudview Kitchen.

Fire Chief Sheppard - Sheppard reported District 7 also has masks for the smoke. Fire Hydrants are completed. 23 calls in the City. 3 grass, 2 smoke, 15 ems, and 3 alarms.

COMMENTS

Soap Lake Chamber of Commerce Annual Auction and Dinner is Saturday, October 14th at 6:00pm at Don's Banquet Room. Chamber is asking for donations for the Auction.

EXECUTIVE SESSION - Possible Litigation

In Executive Session at 8:04pm for 40 minutes.

Out of Executive Session at 8:44pm.

There being no further business of the Council; **M / Lair, S /Rushton**; to adjourn at 8:45pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 20, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Brown and Lair
City Staff Members Present: City Attorney Kenison, City Planner Piercy, Police Chief Cox, Finance Director Hand

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - September 6, 2017
 - Claims EFTs & Claims #17799 through 17835 in the amount of \$73,784.08
 - Payroll EFTs and Claims #25411 - 25444 in the amount of \$40,388.81
 - Treasurer's Report
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEE**
- **REPORT OF SPECIAL COMMITTEE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray & Osborne - Proposal and Contract for Professional Engineering Services - Mineral Water System Plan
 - B. Disaster Preparedness Committee
 - C. Animal Shelter
 - D. Mineral Water Ordinance
 - E. Video Surveillance Cameras Demonstration
 - F. Repeal Travel Ordinance
 - G. Campground Vendor Station Contract/Lease
 - H. Backhoe Replacement
 - I. Manufactured Home Purchase
 - J. Air Scrubbers
 - K. Resolution for Emergency Situation
- **NEW BUSINESS**
 - A. Gray Excavation - Fire Hydrant - Maine Ave E and Eastlake
 - B. James Tavern Building - Lease
 - C. Fall Clean Up
 - D. Porta Potties
- **REPORTS OF CITY OFFICERS**
- **COMMENTS**
- **EXECUTIVE SESSION - Possible Litigation**
- **NEXT ORDINANCE 1254, NEXT RESOLUTION 868**
- **ADJOURNMENT**

CONSENT AGENDA

M /Sanderson, S/Wellein; to excuse Councilman Rushton. Motion carried unanimous

M/Brown, S/Glassco; add executive session for possible litigation. Motion carries unanimous

M/Lair, S/Sanderson; add agenda item J: Air Scrubbers for City Hall to Old Business. Motion carries unanimous.

M/Sanderson, S/Lair; add agenda item K: Resolution for Emergency Situation. Motion carries unanimous.

M/Lair, S/Tramayne; accept consent agenda with the exception of the September 6, 2017 minutes. Motion carries unanimous.

MAYOR'S MESSAGE

Mayor Gravelle noted that public hearings for the rate study and the city business plan have been rescheduled for October 4, 2017. Attorney Katherine Kenison needs to review the Mineral Water ordinance before it can be voted on. Showed a flyer for the playground equipment that is to be installed. Please help if you can. Soap Lake Police Department will be having a Child Car Seat Checkup on Wednesday, September 27, 2017 from 2:30 - 4:30 at City Hall. Mayor Gravelle request an agenda item for October 4, 2017 about the Kiosk location.

REPORT OF STANDING COMMITTEES

Parks - Cindy Ray reported the playground equipment installation will be October 6th and 7th. Staging will be on October 6th, with actual placement on the 7th. Please help any way you can. The Lauzier Park restroom is operational. EDC is reviewing our SIP grant application.

REPORT OF SPECIAL COMMITTEES

Disaster Plan - Harold Ross reported the committee met on September 12, 2017. He recommended this committee become a standing committee. He encouraged councilmembers to take online courses through Federal Emergency Management Institute specifically for councilmembers and public officials.

Bathroom Mob - The bathrooms at Smokiam and West Beach are primered. They will be painting on September 23rd and 24th.

PUBLIC COMMENT

Al Lundberg - 20113 Delta Road - two murals have been vandalized. A top bar for the frames have been ordered and braces will be added to strengthen the frame.

Judith Gorman - 207 Ginkgo Street North - Fish & Wildlife is poisoning Ephrata Lake with Rotenone. The lake has no fish that F&W want to keep. Foreign fish are competing with wildlife for food. Data is inconclusive that Ephrata Lake complies with F&W own plan. Rotenone is showing up in wells around Blue Lake and Park Lake where the chemical was used in the past.

Bill Bratton - 630 E Main - Ephrata has pulled out of the Conservation District. Suggested taking out 20' of the middle for the Ginkgo Street reconstruction. How is the water bill designed?

OLD BUSINESS

- A. Gray & Osborne - Mineral Water System Plan - Attorney Kenison suggested our insurance provision in the contract be changed to current language provided by our carriers. Council questioned the time line of the contract. Staff will contact G & O about it and report back at the Oct. 4th meeting.
- B. Disaster Preparedness Committee - the document was created per RCW and includes emergency contact information for city council members. A press release has been prepared. **M/Glassco, S/Lair**; to approve the City of Soap Lake Emergency Preparedness Plan. **Motion carried unanimous.**
- C. Animal Shelter - Councilmember Tramayne presented a proposed policy for council to consider. Councilmembers expressed their views about the animal shelter.
- D. Mineral Water Ordinance - Tabled until Attorney Kenison has reviewed the ordinance.
- E. Video Surveillance Cameras Demonstration - Tabled due to some PUD issues.
- F. Repeal Travel Ordinance - **M/Lair, S/Sanderson**; repeal the travel ordinance and replace it with a policy. **Motion carried unanimous.** **M/Sanderson, S/Glassco**; approve Travel Policy as presented to council in previous packet. **Motion carried unanimous.**
- G. Tabled - staff is working on the lease.
- H. Backhoe Replacement - council discussed the purchase of the John Deere Backhoe.
- I. Manufactured Home Purchase - Mayor Gravelle reported Chief Cox found a 48 x 60 modular that will accommodate both the City Hall staff and Police Department staff. The cost of the modular will be \$35,000 plus approximately \$10,000 to move the unit to Soap Lake. Gray's excavation can provide the installation for \$30,000. Since municipalities cannot pledge assets as collateral, Mayor Gravelle suggested a General Limited Obligation Bond in the amount of \$400,000. This would cover the purchase of the modular, the purchase of the backhoe, and the renovation of the city hall building. Foster Pepper has been contacted about providing Bond Council services for approx. \$5,000. They can have an ordinance ready for the October 4 2017 meeting and the city could possible close by October 17th. Council discussed the idea and there was consensus to keep moving forward with the process.

J. Air Scrubbers - **M/Glassco, S/Wellein**; approve the purchase of 3 air scrubber units for the city hall and police department. Amount not to exceed \$2,600. **Motion carried unanimous.**

K. Resolution Declaring Emergency Situation - **M/Glassco, S/Tramayne**; to pass resolution 869 as presented by Attorney Kenison. **Motion carried unanimous.**

NEW BUSINESS

A. Gray Excavation - Fire Hydrant - Main Ave E and Eastlake - **M/Tramayne, S/Sanderson**; approve the bid of \$7,806.56 for a new fire hydrant at Main Ave E and Eastlake. **Approved: Sanderson, Lair, Brown, and Traymayne. Opposed: Glassco, Wellein. Motion carried.**

B. James Tavern Building - Andy Kovach has developed plans for the building. Friends of Lower Grand Coulee have the funds to replace the roof. The plan is to make the building a community center.
Council discussed the plan. A lease for the building will be ready by Oct. 4th.

C. Fall Clean Up - Staff was directed to schedule a dumpster for the month of November.

D. Porta Potties - they are cleaned once a week per the contract. Possible reschedule for twice a week during events.

REPORTS OF CITY OFFICERS

Planner Piercy - rescheduled the Comp Plan meeting to Sept. 27th at 6 pm at City Hall. Construction has started on the Lakeside Cottage project. There has been a lot of new construction in town and he predicts more.

Finance Director Hand - reported on WFOA and Civil Service training. Anna Eastabrooks attended the WCIA Volunteer Coordinator training. Asked council to drop off their budget books prior to Friday so they can be ready by the 25th.

Police Chief Cox - The grader is on the way. Soap Lake High School Homecoming is Sept. 29th. Expanded on the Car Seat Checkup. Police officers have arrested 15 suspects in the past two weeks. The department is starting early for Shop With A Cop. The officers will be doing the Trunk n Treat this year. The department is working with business to provide a trick or treat event for the kids. Recruit Nulph is half way through BLEA. MACC has notified local police jurisdictions of the need to replace all portable radios as the current units are being phased out. The fire building is leaking. Chief Cox is working with the contractor and city attorney to get it fixed. Chief Cox and Attorney Kenison are working on the City Court. They hope to have it established within a month. All officers are working 50 hours a week and the reserve officer is also working long hours.

COMMENTS

Councilmember Sanderson - Chamber Dinner is Oct. 21st at Don's Restaurant in the Banquet Room. Basin Boys will be performing. A one week trip to Mahawa Resort in Mexico is up for auction.

EXECUTIVE SESSION

Council went into Executive Session at 8:00 pm. Projected length of the session will be one-half hour.

ADJOURNMENT

There being no further business of the Council; **M/Sanderson, S/Lair**; to adjourn at 8:30 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL BUDGET RETREAT

September 25, 2017

CALL TO ORDER

Mayor Gravelle called the meeting to order at 10:07 am.

ROLL CALL

Council members present: Lair, Brown, Wellein, Glassco, Tramayne, Rushton, Sanderson

City Staff Members Present: Finance Director Hand, Police Chief Cox

AGENDA ITEMS

- Review Preliminary 2018 Budget

- ADJOURNMENT

City Council members reviewed, discussed, and made adjustments to the preliminary budget numbers as presented by department heads. Not all funds were reviewed. The council will meet again on October 3, 2017 at 10 am to finish reviewing the remaining funds.

There being no further business of the Council; **M /Tramayne, S / Glassco;** to adjourn at 2:45 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL BUDGET RETREAT

October 3, 2017

CALL TO ORDER

Mayor Gravelle called the meeting to order at 10:00 am.

ROLL CALL

Council members present: Lair, Brown, Wellein, Glassco, Tramayne, Rushton, Sanderson

City Staff Members Present: Finance Director Hand

AGENDA ITEMS

- Review Preliminary 2018 Budget

- ADJOURNMENT

City Council members reviewed, discussed, and made adjustments to the preliminary budget numbers as presented by department heads. Staff will amend the proposed budget as per council direction and schedule a budget retreat prior to the next council meeting. A public hearing on the 2018 City of Soap Lake Budget is scheduled for October 18, 2017.

There being no further business of the Council; M /Tramayne, S / Glassco; to adjourn at 2:45 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 4, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Lair, Rushton, and Brown

City Staff Members Present: Finance Director Hand, City Planner Piercy, Police Chief Cox, Deputy Clerk Richardson, Fire Chief Sheppard and City Attorney Kenison

AGENDA ITEMS

➤ CONSENT AGENDA

Regular Council Meeting Minutes -September 6, 2017

Regular Council Meeting Minutes - September 20, 2017

Budget Retreat Meeting Minutes - September 25, 2017

Claims EFTs & Claims #17836 - 17873 in the amount of \$103,455.46

Payroll EFT's & Claims #25445 - 25455 in the amount of \$52,504.50

➤ MAYOR'S MESSAGE

➤ REPORT OF STANDING COMMITTEES

➤ PUBLIC HEARING - Business Plan

➤ PUBLIC HEARING - Utility Rate Study

➤ OLD BUSINESS

A. FCS Group - Contract Amendment #2

B. James Tavern Lease

C. Kiosk

D. Mineral Water Ordinance

E. General Limited Obligation Bond

F. Fall Clean Up - Street Side Pick Up

G. Ordinance - Abandonment of Ambulance Fund

H. Animal Shelter Policy

I. Temporary Facility for City Hall Staff and Council

➤ NEW BUSINESS

A. Park Benches on Main

B. Fence Permit Variance - Gennadiy & Natalie Kovalev

C. A Resolution of the City Council of the City of Soap Lake, Washington, Accepting the

Fire Hydrant Replacement Project

D. A Resolution of the City Council of the City of Soap Lake, Washington, Accepting the

Main and Eastlake Fire Hydrant placement project

E. A Resolution Authorizing an Interfund Loan to the General Fund 001 from the Water

Fund 401

➤ REPORT OF CITY OFFICERS

➤ NEXT ORDINANCE 1255, NEXT RESOLUTION 870

- **COMMENTS**
- **MEETING CONTINUED**
- **ADJOURNMENT**

CONSENT AGENDA

M /Lair, S /Rushton; to approve the consent agenda. **Motion carried unanimously.**
M / Brown, S / Glassco; to add an agenda item to Old Business. Item I: Temporary Facility for City Hall Staff and Council. **Motion carried unanimously.**

MAYOR'S MESSAGE

The City did not receive any bids for the City Hall Remediation Project. Council now has the option to go with whomever they choose from the Small Works Roster.

Mayor attended the Ice Age Flood Institute Dinner at Dons's Banquet Room on Saturday.

REPORT OF SPECIAL COMMITTEES

Cindy Ray reminded everyone of the Playground Build on Friday and the wood chip spreading on Saturday. Volunteers needed mostly on Friday. Columbia Basin Roller Derby donated \$100.00 and the Soap Lake Businessmen's Club donated \$6,000.00.

Bathrooms - Will paint the insides in March. Bathroom Mob is a Great Crew!

PUBLIC HEARING - Business Plan

Public Hearing open at 5:42 pm. No Public Comment
Public Hearing closed at 5:43pm

PUBLIC HEARING - Utility Rate Study

Public Hearing open at 5:44

Slide Presentation from FCS Group.

Bill Bratton - Already paying \$35.00 for water. He doesn't get an 18% raise, he gets zero. Why not 10% for 5 or 6 years.

Mr. Brown - Would there be any difference in the rates if the Cost of Service Study was completed? Would a rate design structure make a difference?

Kayleen Bryson - What about growth? If we had more than four hook ups per month would the rates change? What about senior discounts?

Tramayne - What about seniors or those that use less than the allowed 500 cu. ft.?
Could there be some kind of adjustment for them?

Kovalev - What will his rates be for his units and what will his rates be for the RV spaces he has on his property?

Brown - How do Utility Taxes affect these rates?

Dupuy - Would like to see the rest of the Utility Rate Study Report. If the City has a \$100,000. deficit and they moved \$174,000. to the Mineral Water Fund; wouldn't that have something to do with it?

City Planner Piercy - Discussed System Development Charges and how they would affect rates.

Glassco - Deferred maintenance costs more in the long run.

Brown - Equitable Rates? Not ready for a full blown rate increase.

Public Hearing Closed at 6:52 pm

OLD BUSINESS

A. FCS Group - Contract Amendment #2 - **M / Glassco, S / Wellein**; to approve the FCS Group

Contract Amendment #2. Discussion ensued. **Motion carried. Rushton, Wellein, Tramayne, Lair, Sanderson For. Brown and Glassco Against.**

B. James Tavern Lease - Discussion ensued. **M / Tramayne, S / Sanderson**; to authorize the

Mayor, through legal counsel, to sign a 1 year lease on the James Tavern Building with the

Friends of the Lower Grand Coulee. **Motion carried unanimously.**

C. Kiosk - Grant County Tourism Kiosk. Discussion ensued. **M / Sanderson, S / Rushton**; to

locate the Kiosk on the South East corner of the parking lot on the corner of Main and Daisy

subject to the authority to do so. **Motion Carried. Rushton, Sanderson, Tramayne, Wellein,**

Brown and Lair For. Glassco Against. M / Lair, S / Rushton; to authorize the Mayor to sign

the Letter of Agreement with Grant County Board of Commissioners regarding the Kiosk

location as stated above.

D. Mineral Water Ordinance - Continued to the October 18, 2017 Agenda.

E. General Limited Obligation Bond - Banner Bank representative presented a proposal with

three different options for a \$500,000. General Limited Obligation Bond.
Discussion ensued.

M / Glassco, S / Tramayne; to approve option #3: Amortized over 20 years, 12 month draw period, no loan fee, a fixed rate for 15 years and an adjusted rate for the remainder.

F. Fall Clean Up - Street Side Pick Up - Discussion ensued. Council decided on Tuesday, November 14th and Wednesday, November 15th as the curbside/alley pick up days for extra garbage. Will be put on November bills.

G. Ordinance - Abandonment of Ambulance Fund - Continued to October 18, 2017 Agenda as a Budget Amendment.

H. Animal Shelter Policy - Discussion ensued. **M / Glassco, S / Wellein;** to approve the Animal Shelter Policy. **Motion carried unanimously.**

I. Temporary Facility for City Hall Staff and Council - Discussion ensued. **M / Brown, S / Glassco;** to authorize the mayor to negotiate a one year lease for the Alternative School with the school district. **Motion failed. Brown, Glassco, and Wellein For. Tramayne, Rushton, and Sanderson Against.** Discussion ensued. Continue to Friday, October 6, 2017 at 4:00 pm.

NEW BUSINESS

A. Park Benches on Main - Continued to the October 18, 2017 Agenda.

B. Fence Permit Variance - Gennadiy & Natalie Kovalev - City Planner Piercy reported that in a Commercial (C2) Zone, they are allowed a six foot fence. The fence permit was approved.

C. A Resolution of the City Council of the City of Soap Lake, Washington, Accepting the Fire Hydrant Replacement Project - **M / Rushton, S / Sanderson;** to approve Resolution No. 870 - A Resolution of the City Council of the City of Soap Lake, Washington, accepting the Fire Hydrant Replacement Project. Discussion ensued. **Motion carried. Rushton, Sanderson, Brown, Wellein, and Tramayne For. Glassco Against.**

D. A Resolution of the City Council of the City of Soap Lake, Washington, Accepting the Main

and Eastlake Fire Hydrant Placement Project - **M / Sanderson, S / Rushton;** to approve

Resolution No. 871 - A Resolution of the City Council of the City of Soap Lake, Washington,

Accepting the Main and Eastlake Fire Hydrant Placement Project. **Motion carried unanimously.**

E. A Resolution Authorizing an Interfund Loan to the General Fund 001 from the Water Fund

401 - Discussion ensued. **M / Rushton, S / Sanderson;** to approve Resolution No. 872 - A

Resolution of the City of Soap Lake Authorizing an Interfund Loan to the General Fund 001

from the Water Fund 401 subject to the three year repayment schedule being included in

the resolution. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - Lakeside Cottages project has had a stop work order placed until they have a civil engineering report and meet a few other conditions listed on their building permit.

Police Chief Cox - Officer Nulph is half way through the Academy. One defendant was found guilty at a Jury Trial and awaits sentencing, and one defendant pled out at a trial on Tuesday.

Fire Chief Sheppard -Busy Summer - 50 calls average over 3 months. Continues with building inspections.

COMMENTS

Sanderson advised everyone that uses the new Soap Lake logo to use it in the exact format, no other.

MEETING CONTINUED

October 4, 2017 City of Soap Lake Council Meeting continued to Friday, October 6, 2017 at 4:00 pm.

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 6, 2017

Meeting reconvened at 4:00 pm - all councilmembers present. Chief Cox and Finance Director Hand also present.

Brown: requested previous motion of authorizing the Mayor to negotiate a lease with Soap Lake School District. Amended motion to: Authorize the Mayor to negotiate a lease of up to one year with the option to purchase the property at 120 Main Ave E. **M / Brown, S / Glassco. Motion carried - Tramayne, Glassco, Brown, and Wellein for; Sanderson, Rushton, and Lair against.**

M / Lair, S / Rushton; to purchase the modular office for the Police Department and move City Hall staff to the property at 120 Main Ave E; and to rent the property until the City Hall building has been renovated. **Motion Carried Unanimously.**

ADJOURNMENT

There being no further business of the Council; **M / Lair, S /Tramayne;** to adjourn at 4:42 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 18, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Tramayne, Lair, and Rushton
City Staff Members Present: City Planner Piercy, Police Chief Cox, Deputy Clerk Richardson, and City Attorney Kenison

AGENDA ITEMS

➤ **CONSENT AGENDA**

Budget Retreat Meeting Minutes - October 3, 2017
Regular Council Meeting Minutes - October 4, 2017
Claims EFTs & Claims #17724 - 17795 in the amount of \$85,917.61
Payroll EFT's & Claims #25411 - 25440 in the amount of \$111,888.35
Treasurer's Report
3rd Quarter Financials

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF STANDING COMMITTEES**

➤ **PUBLIC HEARING - 2018 Preliminary Budget**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

- A. Gray & Osborne - City of Soap Lake Mineral Water System Plan Contract
- B. A Resolution to Increase Property Tax Levy
- C. An Ordinance of the City of Soap Lake, Washington, relating to contracting indebtedness;
providing for the issuance and sale of a Limited Tax General Obligation Bond in the principal amount of not to exceed \$500,000.
- D. Mineral Water Ordinance
- E. Backhoe purchase
- F. Modular office foundation and connections

➤ **NEW BUSINESS**

- A. Alley Repair Project
- B. Park Benches on Main
- C. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No.
2016-1242, 2017-1244, 2017-1245, 2017-1246, and 2017-1253

➤ **REPORT OF CITY OFFICERS**

➤ **NEXT ORDINANCE 1255, NEXT RESOLUTION 873**

➤ **COMMENTS**

➤ **EXECUTIVE SESSION - Complaint on a Public Official**

➤ **ADJOURNMENT**

CONSENT AGENDA

M / Sanderson, S / Rushton; to excuse Councilmember Glassco. Motion carried unanimously.
Councilmember Glassco present at 5:40.

M / Wellein, S / Tramayne; to add an Executive Session to the Agenda for complaint on a public official. **Motion carried unanimously.**

M / Rushton, S / Sanderson; to add Item E. to Old Business - Backhoe purchase. **Motion carried unanimously.**

M / Sanderson, S / Rushton; to add Item F. to Old Business - Modular Office foundation and connections - Gray Excavation. **Motion carried unanimously.**

M /Lair, S /Rushton; to approve the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

Mayor met with Sunshine Prey, Interim Superintendent for Soap Lake Schools. The City cannot lease the Alternative School building at this time as a boiler has gone out in the Middle School and the school may need the Alternative building.

Mayor gave a presentation last Tuesday to the local Board of Realtors. The presentation was about all the good things that are going on in Soap Lake.

REPORT OF SPECIAL COMMITTEES

Parks Committee - Cindy Ray reported a very good turnout for the Playground Build. Playground Company had some problems. They were very apologetic and will be back Monday and Tuesday to finish project. Volunteers always needed. Come if you can. Cindy thanked everyone that helped with the project. A special thanks to George Waltho for donating his time and equipment. Cindy gave notice that she will be stepping down as the Chair of the Parks Committee.

Lake Liaison Committee - Judith Gorman said the committee is to meet Monday, October 23, 2017 at 4:00pm at the Soap Lake Senior Center.

PUBLIC HEARING - 2018 Preliminary Budget

Public Hearing open at 5:40 pm.

Judith Gorman - 207 N Ginkgo - Gorman complimented Mayor, Council, and Staff for all their work in completing the budget. Gorman said she is not in favor of raising property taxes. How did the Council deal with the \$200,000. Short fall? Gorman would also like to see the structure of the working budget easier to read, where you don't have to flip pages back and forth. Gorman asked where cuts were made regarding the \$200,000. Short fall.

Public Hearing closed at 5:46 pm.

PUBLIC COMMENT

Gary Krause - 423 NE 2nd Ave. - What is necessary to get permits for caroling, Merry Christmas and a Nativity Scene. Pateros has housing for homeless veterans. Working with the Port of Ephrata to get new business to the area.

Michelle Agliano - 37 N Hemlock - Agliano informed council and public that the Soap Lake Food Bank will be sponsoring Frosty's Friends again this year.

Kayleen Bryson - 614 E Main Ave. - A group of citizens has volunteered to work together with the Chamber to organize this year's Winterfest. Decorating Downtown - Saturday, November 25th. Winterfest is Saturday, December 2, 2017; only 6 weeks away.

Judith Gorman - 207 N Ginkgo - Pancake Breakfast Fundraiser at the Soap Lake Senior Center - Saturday, October 21st from 7:00am - 10:30am. Men are Cooking - Ham, Pancakes, Eggs, and coffee.

OLD BUSINESS

A. Gray & Osborne - City of Soap Lake Mineral Water System Plan Contract - **M / Rushton, S / Glassco;**

to approve Gray & Osborne and City of Soap Lake Mineral Water System Plan Contract. Discussion ensued. **Motion and Second withdrawn.**

B. A Resolution to Increase Property Tax Levy - **M / Glassco, S / Sanderson;** to approve Resolution #873

- A Resolution to Increase Property Tax Levy. **Motion carried unanimously.**

C. An Ordinance of the City of Soap Lake, Washington, relating to contracting indebtedness; providing

for the issuance and sale of a limited tax general obligation bond in the principal amount of not to exceed \$500,000. **M / Tramayne, S / Rushton;** to Approve Ordinance No. 2017-1255 - An Ordinance of the City of Soap Lake, Washington, relating to contracting indebtedness; providing for the issuance and sale of a limited tax general obligation bond in the principal amount of not to exceed \$500,000. **Motion carried unanimously.**

D. Mineral Water Ordinance - Discussion ensued. Glassco asked for a report from the consultant on the City's Water Rights.

E. Backhoe Purchase - **M / Rushton, S / Sanderson;** to approve the purchase of a John Deere Backhoe/Loader for \$119,685.92. **Motion carried unanimously.**

F. Modular Office Foundation and Connections - Discussion ensued. Attorney Kenison advised notifying 3 or 4 other contractors on the Small Works Roster for a bid on this project.

NEW BUSINESS

A. Gray & Osborne - Alley Repair Project - Continued to November 1, 2017 Agenda

B. Park Benches on Main - Continued to November 1, 2017 Agenda.

C. An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No.

2016-1242, 2017-1244, 2017-1245, 2017-1246, and 2017-1253. **M / Rushton, S / Sanderson;**

to approve Ordinance No. 2017-1256 - An Ordinance Amending the 2017 Budget of the City of Soap Lake Adopted by Ordinance No. 2016-1242, 2017-1244, 2017-1245, 2017-1246, and 2017-1253. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - Next Comp Plan update meeting will be Wednesday, November 8th at 6:00pm at City Hall. After this meeting a Draft Comp Plan shall be forwarded to Council for Review. Public Hearing will take place in December and January for plan to be adopted in March.

A number of building projects still underway. A couple of remodel permits in the last couple of weeks. It has been a robust year for building development in the City. The Lakeside Cottages project is still under a stop work order pending meeting some conditions in the permit. Public works also needs to locate City Water and Sewer lines.

Police Chief Cox - Public Work’s Grader is here. Chief Cox expressed his appreciation of Officer Justin Rowland. In four days Officer Rowland made two felony warrant arrests, recovered two occupied stolen vehicles, one DUI Hit and Run, and two felony case arrests. Rowland worked 23 days straight, between MACC and the City, without a day off. A Big Thank You to Officer Rowland. The individuals that have the RV’s on Division have disappeared. If anyone sees them there please inform SLPD. The Police Department along with AMR and Fire District 7 will be sponsoring Halloween - Trunk or Treat again this year. It will be held on the track at the High School - October 31st from 5:30 to 8:00pm. The school is also having a “Haunted House”. The department will also participate in Shop with a Cop again this year. Donations appreciated.

COMMENTS

Councilmember Lair apologized for leaving the last meeting early. She wasn’t feeling well.

Councilmember Sanderson said the Chamber had a meeting last night and for the first time in 14 years there was a group of women that showed up all ready to organize Winterfest. Again, Winterfest is Saturday, December 2, 2017.

EXECUTIVE SESSION - Possible Litigation

In Executive Session at 6:40 for 30 minutes.

Out of Executive Session at 7:10pm

No action taken.

There being no further business of the Council; **M / Rushton, S / Sanderson**; to adjourn at 7:11pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 1, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Rushton, Sanderson, Wellein, Glassco, Tramayne, and Lair
City Staff Members Present: City Attorney Kenison, City Planner Piercy, Police Chief Cox, Finance Director Hand, Fire Chief Sheppard, and Public Works Director Fronsman

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - October 18, 2017
 - Claims EFTs & Claims 17906 - 17934 in the amount of \$291,594.02
 - Payroll EFTs and Claims 25457 - 25471 in the amount of \$56,638.44
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING - 2018 Preliminary Budget**
- **REPORT OF STANDING COMMITTEE**
- **REPORT OF SPECIAL COMMITTEE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray & Osborne - Report on City Projects
 - B. Gray & Osborne - City of Soap Lake Mineral Water System Plan Contract
 - C. Modular Office Police Dept. - Foundation and Connections
- **NEW BUSINESS**
 - A. A Resolution Declaring the Existence of an Emergency and Waiving and Dispensing
 - with the Statutory Competitive Bidding Requirements
 - B. Gray & Osborne - Alley Repair Project
 - C. Park Benches on Main
 - D. Veteran Memorial Relocation
 - E. Street Lights - Eastlake & near 2nd Ave SE and Gladiola & 1st Ave SE - Grant County PUD
 - F. Lake Liaison Committee - Recommendation
 - G. A Resolution Accepting a Donation
- **REPORTS OF CITY OFFICERS**
- **COMMENTS**
- **NEXT ORDINANCE 1257, NEXT RESOLUTION 874**
- **ADJOURNMENT**

CONSENT AGENDA

M /Rushton, S/Sanderson; to accept the consent agenda. **Motion carried unanimous**
M/Tramayne, S/Lair; add New Business Item H: Council Workshop. **Motion carries unanimous**

MAYOR'S MESSAGE

Mayor Gravelle reported City of Soap Lake will start holding Municipal Court on the 3rd Thursday of each month beginning November 21st. Lanie Babak will be receiving training in Moses Lake for Court Clerk. A modular has been placed in the City Hall parking lot for the relocation of office staff. Mayor Gravelle noted that he could not justify keeping staff in the current building for another 60 days until the Police Dept. modular is placed. A handicap ramp is in the works. Mayor Gravelle and Mike Meskimen of Gray & Osborne attended the recent EDC meeting. City of Soap Lake is requesting \$72,000 for Lauzier Park. Mayor Gravelle will be meeting with Andy Kovach on the City Hall Remodel.

PUBLIC HEARING - 2018 Preliminary Budget

The public hearing on the City of Soap Lake Preliminary Budget was opened by Mayor Gravelle at 5:37 pm for public comment.

Citizen Judith Gorman - 207 Gingko N - concerned about the \$200,000 loss and what categories were adjusted to cover the loss. She requested that council make public how the budget was balanced. Why is, what appears to be a line of credit, called a Bond? Is there a place on the budget for the interest being paid on the loan?

Being no further comments, the public hearing was closed at 5:41 pm.

REPORT OF STANDING COMMITTEES

Parks - Cindy Ray reported the playground equipment installation has been held up due to land grade issues. If EDC approves the grant that Mayor Gravelle noted in his message Lauzier Park will be finished. A plaque for donors will be placed at the park. She requested the need for speed control for the park - possibly a speed bump.

Lake Liaison Committee - John Glassco reported on behalf of the Lake Liaison Committee - he has been working with Attorney Kenison on a new Mineral Water Ordinance. He has been corresponding with Todd Phillips of Washington State Health Dept. regarding the questions put forth by the committee and Attorney Kenison to ensure the ordinance is enforceable. The main issue of recycling water into the lake has to be answered before any further action is taken.

REPORT OF SPECIAL COMMITTEES

None

PUBLIC COMMENT

Bill Bratton - 610 E Main - city needs a better way to inform citizens of issues such as the recent water main break. Jokingly stated that maybe paving Elder St. would create the needed speed control when the potholes form.

Michele - 37 Hemlock N - the proposed utility increase of \$25 per month will affect a lot of the elderly citizens in Soap Lake. Requested council take into consideration the depressed economy and low income families when establishing new utility rates.

Councilmember Glassco addressed the amount of increase. The amount of increase is on the individual utility rates not on the overall monthly total billed amount. He noted council has the difficult task of maintaining city infrastructure while keeping rates affordable.

Allison Gooding - she questioned the information about the alternative school over the past few weeks. From being leased by the city, to being used by the school district for elementary classes to now being for sale.

Nell Kovach - 913 3rd - the committee is making progress for the Winterfest. Chamber is in need of decorations. Instead of having one tree, the committee is working with the school to have a tree in each classroom. In regard to the new utility rates - can the city offer a way to accept donations to aid the elderly & low income?

Judith Gorman - 207 Ginkgo Street North - expressed concerns about the city's fiscal plan. She also expressed concerns about the quality of supervision and employee evaluations. She would like more information to flow to the citizens. She questioned how the line of credit will be handled. Citizen Gorman questioned how the recent line break happened. She expressed concerns about the time and energy put in by council members and the mayor and encouraged transparency. She encouraged council to slow down, listen to the citizens, and keep diversity in the city.

OLD BUSINESS

A. Gray & Osborne - City Project Reports - G&O is handling 13 projects for the city. He presented slide show outlining the progress on seven of the projects:

- Lauzier Park - complete installation within a week, should know if SIP grant is approved by Mid-November.
- Alley Repairs - Rec'd one bid from Gray Excavation for 26 blocks.
- Division Street - design is about 50% complete, revamping the intersection is subject to WADOT approval, plan is to request bids in early 2018.
- Complete Streets - pedestrian improvements are 50% complete, bids will be requested in early 2018.
- Sewer Replacement - CDBG funds approved, bids will be requested in early 2018 with construction planned in April, 80% of the environmental portion is complete.
- Water System Plan - working on 2nd draft, will submit to DOH by end of 2017 and complete the plan in 2018.
- Stormwater - will have 4 chapters to the city by the end of the week, with a complete plan by May 2018.

Councilmember Glassco requested reports on the Upper Pressure Zone, Telemetry, and Mineral Water Telemetry. G&O had no answers as they are not working on those projects. Public Works Director Fronsman answered the questions presented by Councilmember Glassco.

B. Gray & Osborne - Mineral Water Plan Contract - **M/Glassco, S/Sanderson** to accept the contract. **MOTION Carried Unanimous.**

C. Modular Office - Chief Cox received two estimates - Gray Excavation for \$37,000 and Babak Construction for \$41,000. Council discussed the bids. Attorney Kenison counseled council on the requirements for accepting bids. **M/Glassco, S/Wellein** to approve Babak

Construction bid for \$41,000. Glassco and Wellein for, Tramayne, Sanderson, Lair, and Rushton against. **Motion Failed.**

M/Rushton, S/Sanderson to approve Gray Excavation bid for \$37,000. Tramayne, Rushton, Lair, and Sanderson for, Glassco and Wellein against. **Motion Carried.**

M/Rushton, S/Sanderson to authorize Mayor Gravelle to execute the contract subject to legal counsel review. Tramayne, Rushton, Lair, and Sanderson for, Glassco and Wellein against. **Motion Carried.**

NEW BUSINESS

A. Resolution declaring the existence of an emergency and waiving and dispensing with the statutory competitive bidding requirements - **M/Rushton, S/Glassco** to approve resolution 2017-874. **Motion Carried Unanimous.** Councilmember Glassco requested a cost of the repairs.

B. Gray & Osborne - Alley Repair Contract - received one bid from Gray Excavation for \$87,400 for 26 blocks. **M/Glassco, S/Rushton** to accept the bid. **Motion Carried Unanimous.**

C. Park Benches on Main - awaiting a proposal from Andy & Nell Kovach.

D. Veteran Memorial Relocation - Citizen Dave Tweedy requested suggestions on the relocation of the memorial currently at Lauzier Park. Suggestions included the Main St. Flag Pole and the library.

E. Street Lights - council discussed placing new street lights at the intersection of Eastlake and 2nd Ave SE and at the intersection of Gladiola & 1st Ave SE - preliminary estimates will increase the monthly PUD bill by about \$20. Planner Piercy will contact PUD about the lights.

F. Lake Liaison Committee Recommendation - council discussed the recommendations set forth with comments from Planner Piercy as to how the recommendations fit with the comprehensive plan and/or ordinances.

G. A Resolution for Donation - **M/Glassco, S/Wellein** to approve resolution 2017-875 to accept the donation of firearms from a citizen. **Motion Carried Unanimous.**

H. Council Workshop - Councilmember Tramayne requested a council workshop to take into consideration community concerns regarding the utility rate increase. Council will meet on November 14th at 5:30 in the council chambers.

REPORTS OF CITY OFFICERS

Planner Piercy - rescheduled the Comp Plan meeting to December 13th at 6 pm at City Hall. This will be the final public participation meeting. Suggested UGA extend to the far end of the lake up to an including the campground. Grant County Commissioners are receptive to concept. Documents will be available by December 1, 2017 for review. Soap Lake is estimated to have a 2 ½% growth rate over the next 20 years.

Public Works Director Fronsman - spoke to the Utilities Service report in the council packets and accepted questions from the council. Council asked for a report on which water main valves are operational and which aren't. Director Fronsman did not have that information immediately available. Director Fronsman and council discussed the possibility of putting up signage to limit traffic on Gingko Street to local traffic to limit damage.

Fire Chief Sheppard - continuing with building inspections. FD7 answered 12 calls in the last month within the city limits. Chief Sheppard is working with Planner Piercy regarding remodeling of buildings without permits. The 2018 Fire District 7 budget shows a lower tax rate of \$.69 per thousand for the district. Discussed the food bank. It appears that the 5th wheel has been abandoned.

Finance Director Hand - City Hall staff has relocated to the modular. A proposed contract with Wesley Group for the Police Department was presented. Council was asked to read the contract and be prepared to vote at the next council meeting. Councilmember Glassco requested 3rd party items for the council packet be date stamped upon arrival at City Hall.

Attorney Kenison - spoke to the Wesley Group contract. A new contract has been presented by Wesley Group. Staff will provide a copy to council. Attorney Kenison outlined the reason for the contract with Wesley Group, a union negotiation council, and encouraged council to approve the contract when it comes up for vote.

Police Chief Cox - thanked DOT, Lakeview Water, PUD, Fire Dist. 7, Public Works, and Gray Excavation for assistance with the water main breakage. He noted public works staff quick response time and the difficulty finding water main valves under several feet of mud, sand, and water. Trunk-n-Treat was successful. Chief Cox thanked Masquers Theater, AMR, and Fire Dist. 7 for their assistance and participation. The new backhoe is on the way. Staff is working on a LOCAL contract for police vehicles at an interest rate of 1.52%. A grant for protection vests has been approved. Spencer Nulph, SLPD Recruit, will graduate on December 8, 2017.

COMMENTS

Councilmember Tramayne - a dumpster has been place in the Public Works yard. A second one will be placed next week across from the senior center.

ADJOURNMENT

There being no further business of the Council; **M/Lair, S/Rushton**; to adjourn at 9:00 pm.
Motion carried unanimously.

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL WORKSHOP

November 14, 2017

CALL TO ORDER

Mayor Gravelle called the council workshop to order at 5:32 pm.

ROLL CALL

AGENDA ITEMS

- UTILITY RATES
- PUBLIC COMMENT
- ADJOURNMENT

UTILITY RATES

Mayor Gravelle opened the meeting at 5:32 to the council members. A copy of an overview of the Cost of Service analysis was presented to council.

Councilmember Tramayne requested the council do away with the Standby Rates. The city has old infrastructure. The city needs to get on top of maintenance. The rate increase is unfortunate, but a necessary evil.

Councilmember Lair showed concern that with the rates going up so fast, retirees may not be able to pay.

Councilmember Glassco asked how many Commercial Customers were in the city. Staff provided the customer count at 60 Commercial Customers. He suggested structuring rates based on number of bedrooms in the residence.

Council discussed reorganizing the Water Rate Classes.

PUBLIC COMMENT

Council opened the meeting for comment from the audience.

Mona Kaiser - suggested using her home as an example for not using bedrooms to set rates. Her home has six bedrooms, but she lives alone.

Bill Bratton - possibly pull meters at his vacant properties until they are ready for occupancy. Questioned if the utility tax rate will be going up. Questioned about creating and LID for the utilities.

Clem Miller - encouraged council to do what is right for city. If seasonal occupants sell their homes due to rate increases, maybe fulltime residents will purchase the homes.

Leslie Slough - asked what the difference between Multi-Family and Commercial Residential is. *Council explained it is just different terminology for the same facility.*

Bonnie Holt - Questioned is the rate change is due to the transfer to the Mineral Water Fund. Suggested using Tourism Funding to support the mineral water system as most of the users are tourists. Understood that lines were replaced about 20 years ago. *Council explained that only a few lines were replaced to create a looped system to prevent stagnation and increase some lines to a 2" line.*

Stella Easton - Why not charge for usage only, not a base charge?

Ron Goodman - When will the city start to see enough money to start a line replacement project? *Council said the projected time frame is 5 years. Money will be set aside each year and projects will be determined by our engineers.*

ADJOURNMENT

There being no further business of the Council; **M/Lair, S/Sanderson;** to adjourn at 7:00 pm.
Motion carried unanimously.

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 15, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Rushton, Sanderson, Wellein, Glassco, Tramayne, and Lair
City Staff Members Present: Anita Richardson, Deputy Clerk, City Attorney Kenison, City Planner Piercy, Police Chief Cox

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - November 1, 2017
 - Claims EFTs & Claims 17935 - 17974 in the amount of \$51,594.38
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING - 2018 Preliminary Budget**
- **REPORT OF STANDING COMMITTEE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Agreement for Professional Services - The City of Soap Lake and The Wesley Group
 - B. Water Line Break Costs
- **NEW BUSINESS**
 - A. Amy McGuffin - Happy Valley Enterprises
 - B. An Agreement between the Grant County Health District and the City of Soap Lake Washington
 - C. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
 - D. A Resolution Repealing Resolution 2017-872 which directed that the 2017 Fire Hydrant Replacement and Maintenance Project be paid for by an Interfund Loan from the General Fund, and Adopting a new Resolution directing that the 2017 Fire Hydrant Replacement and Maintenance Project be paid for out of the Water Utility Fund.
- **REPORTS OF CITY OFFICERS**
- **COMMENTS**
- **NEXT ORDINANCE 1257, NEXT RESOLUTION 876**
- **ADJOURNMENT**

CONSENT AGENDA

M /Sanderson, S/Lair; to accept the consent agenda. **Motion carried unanimous**

MAYOR'S MESSAGE

The City received a letter from the Grant County Economic Development Council thanking the Mayor, Council, and Community for their continued support.

The City received a One Million Dollar plus Grant from the Federal Emergency Management Agency (FEMA) for road repair.

The City also received a Strategic Infrastructure Program (SIP) Grant from Grant County Economic Development Council (GCEDC) in the amount of \$72,000.00 which will allow us to finish Paul Lauzier Community Park.

The Soap Lake School District has put out a call for sale of the Smokiam Alternative School.

PUBLIC HEARING - 2018 Preliminary Budget

The public hearing on the City of Soap Lake Preliminary Budget was opened by Mayor Gravelle at 5:39pm.

No Public Comment

Public Hearing closed at 5:40pm

REPORT OF STANDING COMMITTEES

Mayor reported Paul Lauzier Community Park is coming together and should be finished in the near future.

John Glassco reported for the Mineral Water Committee - There will be an instructional session at the Mineral Water Pump house on Tuesday, November 21st at 4:00pm. Deputy Clerk to notify Public Works.

PUBLIC COMMENT

Kayleen Bryson - 614 Main Ave E - Winterfest is coming together very well. The group has gotten the Schools, Businesses, Churches, and the Library all involved. Decorating Downtown will take place on Saturday, November 25th starting around 1:00pm. Volunteers are welcome and so are donations of lights and decorations.

OLD BUSINESS

A. Agreement for Professional Services - The City of Soap Lake and The Wesley Group - Attorney

Kenison discussed Agreement. Discussion ensued. **M / Glassco, S / Rushton;** to approve the

Agreement for Professional Services between The City of Soap Lake and The Wesley Group subject

to Legal Counsel approval. **Motion carried unanimous.**

B. Water Line Break - Mayor Gravelle reported the cost of the Water Line Break was approximately

\$731.83 in overtime hours, \$1,280.40 in regular hours, \$400.14 in parts and \$80,609.04 in water.

NEW BUSINESS

A. Amy McGuffin - Happy Valley Enterprises - Amy presented a slide show and updated Council on the

Marketing Plan.

- B. An Agreement between the Grant County Health District and the City of Soap Lake Washington
- **M / Rushton, S / Sanderson**; to approve the agreement between the Grant County Health District and the City of Soap Lake in the amount of \$2,250.00. **Motion carried unanimous.**
- C. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof - **M / Lair, S / Wellein**; to approve Resolution # 2017 - 876 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof.
Motion carried unanimous.
- D. A Resolution Repealing Resolution 2017-872 which directed that the 2017 Fire Hydrant Replacement and Maintenance Project be paid for by an Interfund Loan from the General Fund, and Adopting a new Resolution directing that the 2017 Fire Hydrant Replacement and Maintenance Project be paid for out of the Water Utility Fund. **M / Lair, S / Sanderson**; to approve Resolution 2017-877 - A Resolution Repealing Resolution 2017-872 which directed that the 2017 Fire Hydrant Replacement and Maintenance Project be paid for by an Interfund Loan from the General Fund, and Adopting a new Resolution directing that the 2017 Fire Hydrant Replacement and Maintenance Project be paid for out of the Water Utility Fund. **Motion carried unanimous.**

REPORTS OF CITY OFFICERS

Planner Piercy - Comp Plan Meeting - Wednesday, December 13, 2017 at 6:00pm.

Police Chief Cox - Shop with a Cop - Accepting donations. New cameras have caught illegal dumping.

December 15, 2017 - Night of a Thousand Stars. All of our police staff will be honored at this event.

Held at Public Works in Ephrata at 6:00pm. The department is updating Smart Weapons with a 5 year plan. **M / Tramayne, S / Lair**; to approve contract with Taser International. **Motion carried unanimous.**

COMMENTS

Kat Sanderson - Shared the zip up sweatshirts the Chamber has for sale for \$25.00.

John Glassco - Thanked office staff for date stamp.

Darryl Piercy - Reminded everyone of the Masquers Play - A Christmas Story as his grandson is playing Ralphie.

ADJOURNMENT

There being no further business of the Council; **M/Sanderson, S/Glassco**; to adjourn at 7:15 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 6, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Rushton, Sanderson, Wellein, Glassco, Tramayne, and Lair
City Staff Members Present: Anita Richardson, Deputy Clerk, City Attorney Kenison, City Planner Piercy, Police Chief Cox

AGENDA ITEMS

- **CONSENT AGENDA**
 - Council Workshop Minutes - November 14, 2017
 - Regular Council Meeting Minutes -November 15, 2017
 - Claims EFTs & Claims #17936 - 18017 in the amount of \$105,358.77
 - Payroll EFTs & Claims #25463 - 25487 in the amount of \$108,991.63
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray & Osborne, Inc. - Consultant Agreement for City Hall
 - B. FCS - Rate Study Presentation
 - C. Mineral Water - Department of Health Spokane
 - D. Amy McGuffin - Happy Valley Enterprises 2017 - 2018
 - E. Veterans Memorial Placement
- **NEW BUSINESS**
 - A. Grant County Health District
 - B. A Resolution Accepting a Donation for the City of Soap Lake - Grant County Strategic Infrastructure Program (SIP) Award
 - C. A Resolution Opening a Debt Service Reserve Account
 - D. Standby Rates for 2018
 - E. Rate Classes for Water/Sewer
 - F. Utility Rate Increases
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1257, NEXT RESOLUTION 878**
- **EXECUTIVE SESSION - Personnel matters**
- **ADJOURNMENT**

CONSENT AGENDA

M /Sanderson, S/Lair; to accept the consent agenda. Motion carried unanimously.

MAYOR'S MESSAGE

Mayor asked to add an agenda item to New Business - Grant County Health District. M / Lair, S / Glassco; to add Grant County Health District as New Business Agenda item A. Motion carried unanimously.

Staff has completed their move to the portable. ADA ramp to be installed Thursday. Mayor attended the Christmas tree decorating at the schools. The beautiful trees are now located downtown. Winterfest was a great success.

REPORT OF STANDING COMMITTEES

Lake Liaison Committee - Gorman reported they met at the end of November. Next meeting will be Monday, December 18th. The committee is working on an agenda item for the next council meeting. The Public is invited to the meetings as well as a few council members.

PUBLIC COMMENT

Michelle Agliano - Soap Lake Food Bank - 325 Main Ave. - Agliano said Winterfest was a blast. The Soap Lake Food Bank would like to lodge a complaint against their business neighbor to the east.

Gary Krause - Has been here two years and loves this place. Krause shared the true meaning of the Candy Cane. Would like to see Dicken's on the Strand next year for Winterfest.

Alison Gooding - 110 N Elder St. - Gooding thanked the Mayor and Council for the new signs at Smokiam Park.

Judith Gorman - Not happy about fiscal responsibility at the end of the year. Need to not pass a debt based budget. Fire Hydrants maintenance budget? One half million dollar line of credit? Concerned about portable building, main street building being available? Gorman feels the Mayor and Council are moving too fast without looking at what goes into contracts before the council votes on them. Branding Contract? Lots of questions? Why that contract isn't with the City? Feels the city needs a committee of oversight not so closely knit.

David Tweedy - Agrees with Judith Gorman. Council and Mayor moving way too fast. Tweedy said he has been talking to a gentlemen that said Microsoft would build if we put the power in.

OLD BUSINESS

A. Gray & Osborne, Inc. - Consultant Agreement for City Hall - Nancy Wetch with Gray & Osborne, Inc.

discussed the Scope of Work for the City Hall Remodel; Amendment No. 10 to their contract. Discussion ensued. Heating, Ventilation, and Air Conditioning (HVAC) and Plumbing were discussed. **M / Glassco, S / Wellein**; to continue agenda item to the December 20th meeting. **Motion failed. Glassco and Wellein for. Sanderson, Lair, Rushton, Tramayne Against.** Discussion ensued. **M / Sanderson, S / Lair**; to approve Amendment No. 10 to the contract for Professional Engineering Services with Gray & Osborne, Inc. in the amount of \$90,575.00. **Motion carried. Sanderson, Lair, Rushton, Tramayne For. Glassco and Wellein Against.**

B. FCS - Rate Study Presentation - Tage Aaker gave a presentation on the Utility Rate Study, Cost of Service Update.

C. Mineral Water - Department of Health Spokane - Councilmember Glassco discussed Re-claim, not

re-use of Soap Lake Mineral Water. He discussed a National Pollution Discharge Elimination System (NPDES) Permit. Glassco asked if our Engineers, Gray & Osborne, Inc. and some council members would be willing to meet with Department of Health in Spokane to present our case. Engineers and Council agreed.

D. Amy McGuffin - Happy Valley Enterprises 2017 - 2018 - Amy presented a Proposed Budget for

2018. Discussion ensued. City Attorney Kenison suggested the City have a contract with the Soap Lake Chamber of Commerce in regards to the Contract they have with Amy McGuffin - Happy Valley Enterprises.

E. Veterans Memorial Placement - Discussion ensued. **M / Glassco, S / Wellein;** to move the Veterans

Memorial from Paul Lauzier Community Park to McKay Healthcare and Rehab Center subject to their approval and at no cost to McKay Healthcare. **Motion Carried. Glassco, Wellein, Tramayne, Rushton, and Sanderson For. Lair Against.**

NEW BUSINESS

A. Grant County Health District - Theresa Adkinson, Administrator with the Grant County Health

District gave a presentation on what the District does for our communities. Adkinson thanked

Councilmember Glassco for being on their Board.

B. A Resolution Accepting a Donation for the City of Soap Lake - Grant County Strategic Infrastructure

Program (SIP) Award - **M / Lair, S / Rushton;** to approve Resolution No. 2017 - 878 - A Resolution

Accepting a Donation for the City of Soap Lake - Grant County Strategic Infrastructure Program (SIP)

Award in the amount of \$72,700.00. **Motion carried unanimously.**

C. A Resolution Opening a Debt Service Reserve Account - **M / Rushton, S / Lair;** to approve Resolution No. 2017 - 879 - A Resolution Opening a Debt Service Reserve Account. **Motion carried**

unanimously.

D. Standby Rates for 2018 - **M / Tramayne, S / Rushton;** to eliminate stand by rates and charge full

base rate on all accounts. **Motion carried. Tramayne, Rushton, Lair, and Wellein For. Sanderson**

and Glassco Against.

E. Rate Classes for Water/Sewer - **M / Rushton, S / Lair;** to amend Title 13.18.020 Water Rates to

eliminate the following water rate classes:

- Residential Outside
- Commercial Residential Outside
- Standby Outside
- Standby Inside
- Construction
- Additional Commercial Residential

M / Glassco, S / Wellein; to amend previous motion to leave Construction Water Rate Class and eliminate the rest of the classes. **Motion failed. Glassco and Wellein For. Tramayne, Lair, Sanderson and Rushton Against.**

M / Glassco, S / Rushton; to retain Residential Outside and Commercial Residential Outside Water Rate Classes at 200% of inside city rate. **Motion carried unanimously.**

F. Utility Rate Increases - **M / Glassco, S / Rushton;** to adopt Adjusted Cost of Service Utility Rates per FCS Utility Rate Study for Water and Sewer Rates. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy - Last Comp Plan meeting will be Wednesday, December 13, 2017 at 6:00 at City Hall. The Lakeside Cottages Building Permit has been modified to stay outside the shoreline jurisdiction. Two new applications for single family residences.

Police Chief Cox - Soap Lake Police Department placed 4th in the Federal Cops for Hire Grant. This is much higher than they have placed in the past.

Backhoe for Public Works may be here by the end of the week.

Shop with a Cop will be held Wednesday, December 13, 2017 from 6:30 to 8:00pm at the Soap Lake Senior Center. Donations are being accepted.

An Inter-Agency Narcotics Enforcement Team (INET) and Moses Lake Police Department investigation led over into our City which led to two arrests. And another investigation on Main Ave led to three more arrests.

It's getting Icy - Drive Safe - Slow Down.

Finance Director Hand - We will be voting on the 2018 Budget at the next Council Meeting. A Draft of the Budget will be added to the Website.

Fire Chief Sheppard - Things are slowing down. Averaged 45 to 50 calls per month May - October; 27 calls last month. In the City - 10 EMS, 1 burning garbage, 2 fire alarms, and 4 requests from elderly for help with smoke detectors. Continuing with Commercial building inspections. Finished 2018 Budget. New fire trucks. Four applicants in training.

EXECUTIVE SESSION -Personnel matters
Executive session postponed to later date.

ADJOURNMENT

There being no further business of the Council; **M/Lair, S/Tramayne;** to adjourn at 9:50 pm.
Motion carried unanimously.

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 20, 2017

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Rushton, Sanderson, Wellein, Glassco, Tramayne, and Lair
City Staff Members Present: Deputy Clerk Richardson, Finance Director Hand, City Attorney Kenison, Police Chief Cox

AGENDA ITEMS

➤ CONSENT AGENDA

Regular Council Meeting Minutes -December 6, 2017

Claims EFTs & Claims #18018 - 18041 in the amount of \$60,063.50

Payroll EFTs & Claims #25489 - 25492 in the amount of \$38,159.99

A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and
or Disposal Thereof

Treasurer's Report

➤ MAYOR'S MESSAGE

➤ REPORT OF STANDING COMMITTEES

➤ PUBLIC COMMENT

➤ OLD BUSINESS

➤ NEW BUSINESS

A. An Ordinance Amending the 2017 Budget of the City of Soap Lake

B. An Ordinance Adopting the 2018 Budget of the City of Soap Lake

C. An Ordinance Amending Chapter 3.44 - Utility Occupation Tax

D. An Ordinance Amending Chapter 13.18 - Water Service System

E. An Ordinance Amending Chapter 13.14 - Sewer Service System

F. A Resolution Accepting TIB Contract 2-E-865(009)-1 in the Amount of \$292,000

G. A Resolution Increasing City Credit Card Limits

H. Public Records Policy

I. Lake Liaison Committee

J. Grant County Health District - Grant County Board of Health

K. Ephrata Sportsman's Association

L. 2018 Ford Police Interceptor Utility

M. Swearing in of new Police Officer

N. Swearing in of new Council Members

➤ REPORTS OF CITY OFFICERS

➤ NEXT ORDINANCE 1257, NEXT RESOLUTION 878

➤ ADJOURNMENT

CONSENT AGENDA

M /Lair, S/Sanderson; to accept the consent agenda. Motion carried unanimously.

MAYOR'S MESSAGE

The new Smokiam Park signs are in place and the highway Billboard pointing to the Sundial is also up. Mayor shared a picture of the new Backhoe for Public Works. A Special Recognition to Kandis Lair for years on the Council. Wishing everyone a Merry Christmas and Happy Holidays.

REPORT OF STANDING COMMITTEES

Mayor reported for the Parks Committee. Three individuals have taken over for Cindy Ray. One in charge of the Sign, one taking care of the concrete work, and one focusing on the shelter.

Emergency Management Committee (EMC) - Leslie Taylor - EMC asked that the Maintenance Schedule for Potable Water be reviewed.

PUBLIC COMMENT

Gary Krause - 423 2nd Ave NE - Happy with the new tax law passed today. Krause has a counter marketing proposal at one third the cost. City will own everything. Working with Sheri and Advanced Coatings. Sister City Baden-Baden Germany. Will present at the January 3, 2018 Council Meeting.

NEW BUSINESS

- A. An Ordinance Amending the 2017 Budget of the City of Soap Lake - **M / Sanderson, S / Rushton;**
to approve Ordinance 2017-1257 - An Ordinance Amending the 2017 Budget of the City of Soap Lake. **Motion carried unanimously.**

- B. An Ordinance Adopting the 2018 Budget of the City of Soap Lake - **M / Rushton, S / Lair;**
to approve Ordinance 2017-1258 - An Ordinance Adopting the 2018 Budget of the City of Soap Lake. **Motion carried unanimously.**

- C. An Ordinance Amending Chapter 3.44 - Utility Occupation Tax - **M / Rushton, S / Lair;** to approve
Ordinance 2017-1259 - An Ordinance Amending Chapter 3.44 - Utility Occupation Tax.
Motion carried unanimously.

- D. An Ordinance Amending Chapter 13.18 - Water Service System - **M / Rushton, S / Lair;** to approve
Ordinance 2017 - 1260 - An Ordinance Amending Chapter 13.18 - Water Service System.
Motion carried unanimously.

- E. An Ordinance Amending Chapter 13.14 - Sewer Service System - **M / Rushton, S / Lair;** to approve
Ordinance 2017 - 1261 - An Ordinance Amending Chapter 13.14 - Sewer Service System.
Motion carried unanimously.

- F. A Resolution Accepting TIB Contract 2-E-865(009)-1 in the Amount of \$292,000 - continued to the January 3, 2017 Council meeting.
- G. A Resolution Increasing City Credit Card Limits - **M / Glassco, S / Rushton**; to approve Resolution 882 -A Resolution Increasing City Credit Card Limits. **Motion carried unanimously.**
- H. Public Records Policy - **M / Lair, S / Rushton**; to approve the New Public Records Policy December 20, 2017. **Motion carried unanimously.**
- I. Lake Liaison Committee - continued to the January 3, 2017 Council meeting.
- J. Grant County Health District - Grant County Board of Health - **M / Wellein, S / Lair**; to appoint Councilmember John Glassco to the Grant County Board of Health. **Motion carried unanimously.**
- K. Ephrata Sportsman's Association - **M / Rushton, S / Wellein**; to approve the Ephrata Sportsman's Association 2018 contract in the amount of \$300.00. **Motion carried unanimously.**
- L. 2018 Ford Police Interceptor Utility - **M / Glassco, S / Wellein**; to approve the purchase of a 2018 Ford Police Interceptor Utility as presented. Discussion ensued. **Motion carried. Glassco, Wellein, Rushton, Lair, and Sanderson For. Tramayne Against.**
- M. Swearing in of new Police Officer - Mayor Gravelle swore in Spencer Nulph as a new Soap Lake Police Officer.
- N. Swearing in of new Council Members - Mayor Gravelle swore in Debra Still, Position number 4 and Dave Tweedy, Position number 3.

REPORTS OF CITY OFFICERS

Finance Director Hand - Lodging Tax consistent. Police have asked for Holiday Pay Out for 2017. Discussion ensued. **M / Glassco, S / Wellein**; to approve Holiday Pay Out for Police for 2017. **Motion carried unanimously.**

A 15 acre parcel near the Sand Pits has been donated to the City. **M / Wellein, S / Lair**; to accept the donated property subject to clear title report and attorney approval. **Motion carried unanimously.**

Police Chief Cox - Asked that the \$10,000. From a car that sold be used to purchase radios for the police department. Discussion ensued. **M / Tramayne, S / Wellein**; to approve using

the funds from the sale of a PD Vehicle to purchase radios. Radios will be ordered now and paid for in 2018. **Motion carried unanimously.**

Shop with a Cop was a Success! Five lucky kids got spoiled. Eight more \$100. Gift certificates were given to families in need within the City.

Watch your neighbors' houses; a lot of people are out of town. Please call in any suspicious activity.

ADJOURNMENT

There being no further business of the Council; **M/Lair, S/Rushton;** to adjourn at 7:12 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk