

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 3, 2018

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, Still and Tweedy

M / Sanderson, S / Tweedy; to excuse JoAnn Rushton. **Motion carried unanimously.**

City Staff Members Present: Deputy Clerk Richardson, Finance Director Hand, City Attorney Kenison and City Planner Piercy

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes -December 20, 2017

Claims EFTs & Claims #18043 - 18098 in the amount of \$43,955.99 13th month

Claims EFTs & Claims #18099 - 18111 in the amount of \$149,758.57

Payroll EFTs & Claims #25493 in the amount of \$3,623.50

Payroll EFTs & Claims #25494 - 25501 in the amount of \$37,895.58

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

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Grant County Board of Health - Alternate

➤ **NEW BUSINESS**

A. Election of Mayor Pro Tem

B. GTA Board Member Selection

C. Soap Lake Food Bank - Complaint

D. Gary Krause - Ways to Help Soap Lake - Presentation

E. Lake Liaison Committee

F. A Resolution Accepting TIB Contract 2-E0865(009)-1 in the Amount of \$292,000.

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE 1262, NEXT RESOLUTION 882**

➤ **ADJOURNMENT**

CONSENT AGENDA

M /Tramayne, S/Sanderson; to accept the consent agenda; including Resolution No. 882 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof. **Motion carried unanimously.**

MAYOR'S MESSAGE

HAPPY NEW YEAR!

REPORT OF SPECIAL COMMITTEES

Emergency Management Committee - Leslie Taylor - The committee is working with Sandy Duffy from Grant County Emergency Management. They will be holding a hands on sign up clinic for the Telephone Notification System. January 16, 2018 at 1:00pm at the Soap Lake Senior Center.

PUBLIC COMMENT

Kayleen Bryson - 614 E Main Ave - Winterfest feedback meeting; Monday, January 8 at 6:00pm at Cloudview Kitchen.

Jacob Bang - Ephrata - Happy New Year. Happy for no snow days this year. Basketball has started and schedules provided. Will have Roller Derby again this spring. Schools enrollments are up. Bang expressed his appreciation to the Winterfest committee. Good chance to get the schools and community together.

OLD BUSINESS

A. Grant County Board of Health - Alternate - **M / Tweedy, S / Tramayne**; to appoint Steve Wellein as Alternate to Grant County Board of Health subject to Krupp or Wilson Creek not nominating an alternate. **Motion carried unanimously.**

NEW BUSINESS

A. Election of Mayor Pro Tem - **M / Tramayne, S / Wellein**; to nominate Councilmember Glassco as Mayor Pro Tem. **Motion carried unanimously.**

B. GTA Board Member Selection - **M / Tramayne, S / Tweedy**; to appoint Councilmember Wellein to the Grant Transit Authority Board. **Motion carried unanimously.**

C. Soap Lake Food Bank - Complaint - Michelle Agliano, Food Bank representative presented their complaint and pictures. Discussion ensued. Planner Piercy and Officer Diaz to work together on Notice of Violation.

D. Gary Krause - Ways to Help Soap Lake - Presentation - Called to cancel. Will reschedule.

E. Lake Liaison Committee - Discussion ensued.

F. A Resolution Accepting TIB Contract 2-E0865(009)-1 in the Amount of \$292,000. **M / Glassco, S / Sanderson**; to approve Resolution No. 883 - A Resolution Accepting TIB Contract 2-E0865(009)-1 in the Amount of \$292,000. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - The City received \$5,000.00 from the Department of Commerce for our Comprehensive Plan Update.

A Notice has been sent to the owner of a 4-plex in the City asking him to take immediate steps to bring the structure into compliance with applicable safety codes and notifying him that if he doesn't take action the city will take appropriate abatement action under the code regarding dangerous buildings.

Discussion ensued regarding the half demolished Delancey-Houghton Elementary School. **M / Glassco, S / Tweedy**; to authorize City Attorney to notify the County Commissioners that the City is going to start the abatement process. **Motion carried unanimously.**

Fire Chief Sheppard - 404 calls last year. 213 calls in the City. 9 structure fires, 159 EMS calls, 1 car fire, 2 motor vehicle accidents, 14 fire alarms, 19 fires, 1 odor investigation, 3 smoke investigations, 2 assist coroner, and 2 citizen assists. Turned in two residents to the Department of Ecology (DOE) for burning trash.

Sheppard said last year's calls were about what he had anticipated.

Tested water pressure in the Upper Pressure Zone. Pressure good, although pressure high in some residences after test.

Sheppard checking into the Grant County Fire Marshall doing fire investigations for the City instead of Q Global, Inc.

ADJOURNMENT

There being no further business of the Council; **M/Tramayne, S/Sanderson**; to adjourn at 6:43 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 17, 2018

CALL TO ORDER

John Glassco, Mayor Pro Tem called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Glassco, Sanderson, Wellein, Tramayne, Still, Rushton and Tweedy

City Staff Members Present: Deputy Clerk Richardson, City Attorney Kenison and City Planner Piercy

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes -January 3, 2018

Claims EFTs & Claims #18044 - 18077 in the amount of \$59,765.37

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC HEARING** - Water Use Efficiency Program

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Grant County Health Dist. Alternate - Kevin Newland, City of Wilson Creek

B. Soap Lake Food Bank Complaint

➤ **NEW BUSINESS**

A. Gray & Osborne, Inc. - Water Plan

B. Snow Removal Policy - 2018-001

C. Senior Guidance

D. Fremont Campout - Special Event Permit Application - Alky Angels Motorcycle Association

E. Gray Excavation - Change Order for Police Station

F. An Ordinance of the City of Soap Lake, Washington Adopting Soap Lake Municipal Code

Chapter 15.28 Entitled "Unfit Buildings"

G. Low Income Discount - Information from Sequim

H. Lake Liaison Committee

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE 1262, NEXT RESOLUTION 884**

➤ **COMMENTS**

➤ **ADJOURNMENT**

M / Tramayne, S / Tweedy; to add an Executive Session - Performance of Public Employee

RCW 42.30.110(1) (g). Motion carried unanimously.

CONSENT AGENDA

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

MAYOR'S MESSAGE

Infrastructure issues - water, sewer, mineral water - lack of maintenance a big problem.

PUBLIC HEARING

Gray & Osborne discussed the Water Use Efficiency Program for the City of Soap Lake.

Public Hearing open at 5:48.

Samuel Palmer - 823 W Main Ave - Palmer asked about setting goals when the City does not have good information and/or some meters are not working.

Chief Sheppard - Leakage - Between 2012 - 2014 there was an arsonist setting fires in and around the City and a lot of water was used that may not have been accounted for.

Public Hearing closed at 5:55.

PUBLIC COMMENT

Crystal Bean - 120 7th Ave SE - Crystal is going to organize a farmers market for Soap Lake this spring. If anyone is interested please let her know.

OLD BUSINESS

A. Grant County Health Dist. Alternate - Kevin Newland, City of Wilson Creek - Informed Council that

Kevin Newland of Wilson Creek is willing to be the Alternate for the Grant County Health District

Board. Steve Wellein is removed as alternate.

B. Soap Lake Food Bank Complaint - Fred Wright with the Soap Lake Food Bank said they were

contacted by their adjacent neighbor and he is getting started on cleaning up the area out back and

the inside of the building. The Food Bank thanked the City for their help in this matter.

NEW BUSINESS

A. Gray & Osborne, Inc. - Water System Plan - Gray & Osborne discussed the Water System Plan for
the City of Soap Lake.

B. Snow Removal Policy - 2018-001 - moved to February 7, 2018 Agenda to allow for Public Works
input.

C. Senior Guidance - Deputy Clerk Richardson shared e-mail and asked council approval to place a link
to Senior Guidance on our website. **M / Sanderson, S / Still**; to approve adding a link to Senior

Guidance to the City of Soap Lake's website. **Motion carried unanimously.**

D. Fremont Campout - Special Event Permit Application - Alky Angels Motorcycle Association -

Brenda Ready discussed the event. **M / Wellein, S / Tweedy;** to approve the Special Event Permit

Application for the Alky Angels Motorcycle Association - Fremont Campout. **Motion carried unanimously.**

E. Gray Excavation - Change Order for Police Station - **M / Sanderson, S / Rushton;** to approve

Gray Excavation change order in the amount of \$10,875.00. **Motion carried unanimously.**

F. An Ordinance of the City of Soap Lake, Washington Adopting Soap Lake Municipal Code Chapter 15.28 Entitled "Unfit Buildings" - Discussion ensued. **M / Tramayne, S / Tweedy;** to approve Ordinance No. 2018 - 1262 - An Ordinance of the City of Soap Lake, Washington Adopting Soap Lake Municipal Code Chapter 15.28 Entitled "Unfit Buildings". **Motion carried unanimously.**

G. Low Income Discount - Information from Sequim - moved to February 7, 2018 Agenda.

H. Lake Liaison Committee - moved to February 7, 2018 Agenda.

REPORT OF CITY OFFICERS

City Planner Piercy - The City has applied for a Strategic Infrastructure Program (SIP) grant for the 10% match for the Federal Government Grant received.

Police Chief Cox - The crane should be done placing the police department building and 2nd Ave. should be open Thursday afternoon.

Code Violations - Officer Diaz - 59 contacts; all but 6 corrected. 6 have been cited and 2 out of 6 have made improvements.

Other Officers - 17 contacts; all but 4 corrected. 4 cited; 4 corrected.

323 E Main has been evicted and is to be out at the end of February.

4 residential tenants are being evicted due to police/code enforcement action.

First Municipal Court Tuesday, January 16, 2018. Four cases. Four guilty verdicts.

Police Building should be set Thursday.

Security Cameras working Great.

Fire Chief Sheppard - Very Busy. 24 calls so far this year to include 2 assaults, a fall, a roll-over accident and a structure fire at the trailer park. Continuing to educate.

EXECUTIVE SESSION Performance of a public employee

In Executive Session at 7:30 for 10 minutes.

Out of Executive Session at 7:50.

ADJOURNMENT

There being no further business of the Council; **M/ Tramayne, S/ Sanderson;** to adjourn at 7:50pm. **Motion carried unanimously.**

John Glassco, Mayor Pro Tem

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 7, 2018

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, Wellein, Tramayne, Still and Tweedy

M / Rushton, S / Tweedy; to excuse Kat Sanderson and John Glassco. **Motion carried unanimously.**

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

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes -January 17, 2018
 - Claims EFTs & Claims # 18113 - 18165 in the amount of \$191,417.40
 - Payroll EFTs & Claims # 25502 - 25518 in the amount of \$ 71,072.75
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Veteran's Memorial Placement
- **NEW BUSINESS**
 - A. Snow Removal Policy
 - B. Review Committee Members
 - C. Council Retreat Date
 - D. Dude Solutions Proposal
 - E. Lake Liaison Committee
 - F. Water Rate Adjustments
 - G. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1263, NEXT RESOLUTION 884**
- **ADJOURNMENT**

CONSENT AGENDA

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

MAYOR'S MESSAGE

Soap Lake Chamber of Commerce Dinner and Auction is Saturday, March 17, 2018 starting at 5:30. The Dinner will be held at Gate 17 Event Center this year with music by the Basin Boys. \$25.00 per person. All fund to go towards the East & West Beach signage. The Parks committee is re-forming. A couple different people are thinking about the Chair position.

M / Wellein, S / Tweedy; to add old business item A. - Veterans Memorial Placement to the agenda.
Motion carried unanimously.

M / Rushton, S / Tramayne; to add new business item G. - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof. **Motion carried unanimously.**

REPORT OF STANDING COMMITTEES

Bonnie Holt Morehouse - 718 1st Ave SE - Lake Liaison Committee met on January 22nd. Committee discussed the Stormwater Plan draft, the Soap Lake Mineral Water Ordinance, and the selling of Bulk Mineral Water.

PUBLIC COMMENT

Michelle Agliano - Soap Lake Food Bank - Wonderful News! - The area behind the Food Bank is cleaned up and the tree is down.

OLD BUSINESS

A. Veteran's Memorial Placement - Will take back to McKay's Board of Directors for approval.

NEW BUSINESS

A. Snow Removal Policy - **M / Tramayne, S / Tweedy;** to approve the Snow Removal Policy as presented. **Motion carried unanimously.**

B. Review Committee Members - Committee members reviewed and changed as follows:

M / Rushton, S / Still; to add Councilmember Tramayne to the Finance and Personnel Committee. **Motion carried unanimously.**

M / Rushton, S / Wellein; to add Councilmember Tramayne to the Tourism Committee. **Motion carried unanimously.**

M / Tramayne, S / Wellein; to appoint Councilmember Tweedy to represent Grant County Association of Cities and Towns on the MACC Dispatch Board, subject to approval by the Grant County Association of Cities and Towns. **Motion carried unanimously.**

M / Tramayne, S / Rushton; to remove Councilmember Tramayne and add Councilmember Still to the Lake Liaison Committee. **Motion carried unanimously.**

M / Rushton, S / Still; to dissolve the Soap Lake Mineral Water Committee. **Motion carried unanimously.**

M / Rushton, S / Tweedy; to add Public Works Superintendent Fronsman, Councilmember Tweedy, and Councilmember Still to the Policy Committee. **Motion carried unanimously.**

C. Council Retreat Date - Tuesday, March 13 at 10:00am at Cloudview Kitchen with Lunch. Council to get any agenda ideas to Anita.

D. Dude Solutions Proposal - Moved to March 7 Agenda

E. Lake Liaison Committee - Bonnie Holt Morehouse presented the committee's recommendation.

M / Tramayne, S / Tweedy; to approve Item 2 of their recommendation: That the Moratorium on all Bulk Mineral Water sales be extended until the City of Soap Lake Mineral Water Plan/Ordinance is approved by the City Council. A clarification to define "Bulk" is also added. **Motion carried unanimously.**

F. Water Rate Adjustments - Moved to February 21 Agenda

G. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof - **M / Tramayne, S / Rushton;** to approve Resolution 2018 - 884 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - Great winter weather for construction. We currently have a number of houses going up, the Lakeside Cottages, and a couple of new permits for remodels.

Police Chief Cox - No more rock pounding. Code Enforcement has issued four code violations for illegal burning. The new Police building is coming along nicely. The Grant County Prosecutors will be riding with our officers. Cameras working well. Have helped out the County quite a bit.

Fire Chief Sheppard - 18 calls. 15 EMS, 1 odor, 1 fire, and 1 outdoor fire. Sheppard informed Council and the Chamber that if they have their Chamber Fireworks on the 7th of July they will have to inform the public that it is past the deadline and the public cannot discharge any fireworks then.

Public Works Superintendent Fronsman - Looking hard for a Street Sweeper. Waiting on Gray Excavation for contract on alley work.

ADJOURNMENT

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

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 21, 2018

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, Tramayne, Still, Tweedy, and Sanderson

M / Sanderson, S / Tweedy; to excuse JoAnn Rushton and John Glassco. **Motion carried unanimously.**

City Staff Members Present: Attorney Katherine Kenison, Finance Director Hand, City Planner Piercy, and Police Chief Cox.

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - February 7, 2018
 - Claims EFTs & Claims # 18166 - 18198 in the amount of \$62,729.83
 - Payroll EFTs & Claims # 25519 - 25524 in the amount of \$26,335.39
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Water/Sewer Rate Adjustments
 - B. Water System Improvement Options
 - C. Amy McGuffin - Tourism
- **NEW BUSINESS**
 - A. Robert Brown - Water Use Efficiency and Water/Sewer Rates
 - B. Gary Krause - Land - Veterans Housing and Soap Lake Marketing
 - C. Annual Asset Inventory Approval
 - D. WASPC Traffic Safety Equipment Grant
 - E. Dept. of Commerce Grant
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1263, NEXT RESOLUTION 885**
- **ADJOURNMENT**

CONSENT AGENDA

M /Tramayne, S/Wellein; to accept the consent agenda. **Motion carried unanimously.**
M/Tramayne, S/Wellein; to add new business Item E. Dept. of Commerce Grant to the agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

Mayor Gravelle read a message from a resident currently in Arizona questioning the utility bills. Kudos to Chief Cox for participating in the 1033 Asset program. The City has received a forklift, 14 new computer monitors, a message board, and various other items at no cost.

REPORT OF STANDING COMMITTEES

Mayor Gravelle reported the committee has met with Park Planner Bob Droll. A map showing the first conception of the West Beach and Smokiam Park remodel was displayed. Smokiam Park is the priority of the committee. Trudy Black is now the chairman.

PUBLIC COMMENT

Michelle Agliano - Soap Lake Food Bank - the food bank will be participating in Harvest of Hunger on March 1st. This event is sponsored by Cenex. Michelle encouraged the council and public to participate with food donations. The Soap Lake Food Bank supports five communities. They have been recognized nationally for their work.

Mona Kaiser - Parks Committee - the committee will be finishing up Lauzier Park in May.

OLD BUSINESS

A. Water/Sewer Rate Adjustments - Staff has contact FCS. All questions have been answered.

B. Water System Improvement Options - Council discussed some of the options. They would like more information from Gray & Osborne before making a decision. Mayor directed staff to request G&O be at the Council Workshop on March 13th or available by phone. Council member who have questions should send them to Finance Director Hand and she will forward them to G&O.

C. Amy McGuffin - Tourism - Amy McGuffin reported on the 2017 analytics and presented each council member with a copy of the report. Council member Wellein emphasized the need for accountability. Ms. McGuffin went through the scope of work and budget for the coming year. The final contract amount is \$69,364. **M/Tramayne, S/Sanderson**; approve the contract with Soap Lake Chamber of Commerce, subject to City Attorney Kenison's approval. **Motion carried 3/2 - Traymayne, Sanderson, Still for; Wellein and Tweedy against.**

NEW BUSINESS

A. Robert Brown - Water Use Efficiency and Water/Sewer Rates - 815 3rd Ave - Mr. Brown brought into question the efficiency reports prepared by the City's Public Works Department. He noted that all taps have to be metered and encouraged council to ensure the city is complying with the law. He then noted the possible discrepancy between billing for a ¾" water service vs. a 4" water service. He suggested council set up a Citizens Utility Committee to ensure the water rates are equitable and examine the water efficiency reports. **M/Tweedy, S/Tramayne** to form a committee to check into the water rates to ensure equitability and examine the water efficiency reports. The committee will conclude by June 1, 2018 with a report to council. **Motion carried 3/2 - Tweedy, Wellein, Traymayne for; Still and Sanderson against.**

B. Gary Krause - Land - Veterans Housing and Soap Lake Marketing - He will be working with the Chamber and Amy McGuffin on his marketing ideas. He expressed concern about a local veteran who lives alone. Police Chief Cox reported he is aware of the gentleman and they are working on a solution.

C. Annual Asset Inventory Approval - **M/Wellein, S/Tweedy** to approve the presented asset inventory lists. **Motion carried unanimously.**

D. WASPC Traffic Safety Equipment Grant - The City has been approved for a grant from WASPC in the amount of \$2,710 for safety equipment. **M/Tweedy, S/Wellein** to accept the grant. **Motion carried unanimously.**

E. Dept. of Commerce Grant - the City has been approved for a grant from the Dept. of Commerce in the amount of \$5,000 for the Comprehensive Plan Update. **M/Still, S/Tweedy** to accept the grant. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - Three new building applications have been received. Received the JARPA application for the lake side cottages. He noted the need to have rental inspections done before new licenses are issues. A miscommunication between himself and staff has delayed that process.

Police Chief Cox - The police building is almost finished. Waiting for warm weather to pour concrete. Chief Cox will be out of the office March 4 - 8 for training. Officers Diaz and Geates will be at DUI training the end of February. Encouraged public to see 'Barefoot in the Park' at Masquer's Theater. The director is Reserve Officer Justin Rowland.

Finance Director Hand - presented a written report with updates.

COMMENTS

Councilmember Tweedy asked for volunteers for the Citizens Utility Committee.

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S /Tweedy;** to adjourn at 8:06 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 7, 2018

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, Wellein, Still, Sanderson, Glassco and Tweedy

M / Rushton, S / Wellein; to excuse Judith Tramayne. **Motion carried unanimously.**

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

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes -February 21, 2018
 - Claims EFTs & Claims # 18166 - 181 in the amount of \$
 - Payroll EFTs & Claims # 25519 - 255 in the amount of \$
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Dude Solutions Proposal
- **NEW BUSINESS**
 - A. TIB Consultant Agreement - 2019 Rehabilitation Project
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE 1263, NEXT RESOLUTION 885**
- **ADJOURNMENT**

CONSENT AGENDA

M /Rushton, S/Wellein; to accept the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

City council will be having a retreat on Tuesday, March 13, 2018 at Cloudview Kitchen. If any councilmember has an item for the agenda, please let staff know. The mayor, Gray & Osborne, and the owner of Gas & Go have met about the property at the corner of Division and Hwy 28. The owner is willing to sell the property to the city for \$2,000 - the fair market value. The grant has a provision for purchasing property for the project. March 17, 2018 is the Soap Lake Chamber of Commerce Auction at Gate 17. Tickets are \$25.00 per person. Seating is limited to 60 attendees.

REPORT OF STANDING COMMITTEES

No Committee Reports

PUBLIC COMMENT

Robert Brown - 815 3rd Ave NE - spoke about an article in the Grant County Journal regarding equitable fees. He spoke about the rate study conducted by FCS and how the City of Soap Lake's billing system differs from other communities.

Gary Krause - 423 2nd Ave NE #3 - spoke about a new device that may help older citizen - Liftware. He will be working with Amy McGuffin for local marketing.

Shelly - 236 Main - Soap Lake Inn new manager. She wanted to introduce herself to the council and the community. The Inn will be aiding the Senior Center with freezer space.

OLD BUSINESS

A. Dude Solutions Proposal - Mayor Gravelle stated Councilmember Tramayne requested this item be tabled until further notice. Staff informed council that BIAS is in the process of BETA testing their asset module and the city has volunteered to assist. More information to come.

NEW BUSINESS

A. TIB Consultant Agreement - 2019 Rehabilitation Project - **M / Rushton, S / Glassco**; to authorize the mayor to execute the agreement as presented. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - Requested to be on the agenda for the council retreat to discuss the comprehensive plan. The shoreline application will go out for public comment within the next week. If anyone wants to be a person of record, please respond to the published advertisement or notify city hall staff.

Fire Chief Sheppard - 17 EMS calls. The fire district has entered into a program with Red Cross to provide fire alarms for free. The district office has 50 alarms available. Flyers about the program are also available. Please contact the district office or the phone number on the flyers. Requested city hall staff double check on how addresses are established within the city. The building 414 E Main has three units and all are addressed as 414.

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S / Glassco**; to adjourn at 6:00 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen S. Hand, Finance Director

MINUTES SOAP LAKE CITY COUNCIL WORKSHOP MEETING

March 13, 2018

CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 10:12 am.

Council members present: Rushton, Still, Sanderson, Glassco, Tweedy, Tramayne

City Staff Members Present: Finance Director Hand, City Planner Piercy, Police Chief Cox
City Engineer Staff: Nancy Welch and Mike Meskimen from Gray & Osborne

AGENDA ITEMS

- Water Plan Options/Project Updates
- Comprehensive Plan Update
- Low Income Rates
- Fire Hydrant Assessment
- PW Policy Input
- PW Winter/Summer Hours
- Charge for Pulling Meters
- Contract for Bathroom Maintenance
- Mineral Water System Question
- Street Paving
- Review City Business Plan - How are we doing?
- Schedule Quarterly Town Hall Meeting
- State Audit Update
- Opioid Crisis

Water Plan Options/Project Updates

Mike Meskimen and Nancy Wetch of Gray & Osborne presented a slide show report on the City of Soap Lake projects. They will email a copy of the slide show to staff. Council discussed the Water Plan Funding Options presented by Gray & Osborne. Staff will work with G&O and FCS to see how the options affect the rate study and future rates.

Comprehensive Plan Update

City Planner, Darry Piercy, reported on the status of the Comprehensive Plan. Everything is on track for approval in June 2018. Possible zoning changes were discussed.

Low Income Rates

Council discussed the possibility for lower rates for low income families and seniors. The consensus of the council was to wait until the rate study adjustments are stabilized.

Fire Hydrants Assessment

Councilmember Tramayne suggested a \$1 per month on all city parcels be assessed. This would be included on the monthly utility bill. The money would be designated for fire hydrant replacement and maintenance. Councilmember Tramayne will research it further and report back to council.

PW Policy Input

The policy committee is working on a Public Works Policy. The committee will report to council when a policy is developed.

PW Winter/Summer Hours

Council discussed the hours of operations for the Public Works Department. No adjustments will be sought.

Charge for Pulling Meters

Council discussed clients wishing to pull meters to avoid paying the monthly access fees. Council consensus was to lock the meters so they cannot be turned on instead of pulling them.

Contract for Bathroom Maintenance

Currently, the campground host open, closes, and cleans the city bathrooms on weekends for an extra fee to their normal campground contract. Council discussed a private contract for summer bathroom cleanup.

Mineral Water System Question

Councilmember Glassco suggested revising the proposed ordinance by removing the recycle portion of the ordinance. Council will continue to work with Ecology, Dept. of Health, and other agencies to address the recycle idea.

Street Paving

Councilmember Glassco noted he is often approached by citizens asking about street paving. Council discussed various ideas for equipment and paving options. Funding is the challenge.

Review City Business Plan - How are we doing?

Council discussed the various items on the business plan. Eight items are being worked on and two items have been completed. An updated plan will be distributed to council and the public.

Schedule Quarterly Town Hall Meeting

Council suggested April 9, 2018 at 5:30 pm at the Senior/Community Center.

State Audit Update

Finance Director Hand reported on the exit interview with the state auditor's office on March 12th. A copy of the audit was available to council members. Staff and Mayor Gravelle are working on a response to the audit finding and recommendations.

Opioid Crisis

Councilmember Glassco referenced an article concerning opioid overdoses across the nation. Dept. of Health is implementing a needle exchange program. Chief Cox reported that his office has not been alerted to any opioid deaths in the city by the coroner's office. Council also expressed concern and ideas for countering the 'Dope Lake' reputation the city has. Mayor Gravelle encouraged council to contact media and correct any misinformation about non-city locations being designated as Soap Lake. This may help.

ADJOURNMENT

There being no further business of the Council the meeting adjourned at 2:05 pm.

Raymond Gravelle, Mayor

Karen S. Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 21, 2018

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, Still, Sanderson, Glassco, Tramayne and Tweedy

City Staff Members Present: Deputy Clerk Richardson, Finance Director Hand, City Planner Piercy, Police Chief Cox

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes March 7, 2018
 - Workshop Council Meeting Minutes March 13, 2018
 - Claims EFTs & Claims #18235 - 18265 in the amount of \$76,687.11
 - Payroll EFTs & Claims #25535 - 25538 in the amount of \$27,358.78
 - Treasurer's Report
 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and Disposal Thereof (885)
- or
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Tourism Funding - Masquers Theater
- **NEW BUSINESS**
 - A. Gray & Osborne, Inc. - Amendment No. 11 - Water System Telemetry Evaluation Report
 - B. Gray & Osborne, Inc. - Amendment No. 12 - Paul Lauzier Community Park Improvements
 - C. City of Soap Lake Centennial
 - D. Emergency Fire Hydrant Replacement
 - E. Fire Hydrant Assessment
 - F. An Ordinance Amending the City of Soap Lake Municipal Code Section 8.21.050 Titled "Notice of Violation and Order to Correct or Cease Activity (1263)
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1263; NEXT RESOLUTION #885**
- **COMMENTS**
- **ADJOURNMENT**

M / Sanderson, S / Tweedy; to excuse Councilmember Rushton. Motion carried. Tweedy, Sanderson,

Still, Wellein and Glassco For. Tramayne Against.

CONSENT AGENDA

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

Councilmember Tramayne asked to table New Business Items D. - Emergency Fire Hydrant Replacement and E. - Fire Hydrant Assessment, until more information is received. Council agreed. Tramayne also asked to add Agenda Item to Old Business; A. Tourism Funding - Masquers Theater. Council agreed.

M / Glassco, S / Wellein; to table New Business Items A - Gray & Osborne, Inc. - Amendment No. 11 - Water System Telemetry Evaluation Report and B - Gray & Osborne, Inc. - Amendment No. 12 - Paul Lauzier Community Park Improvements. **Motion tied. Wellein, Tweedy, and Glassco For. Still, Sanderson, and Tramayne Against. Revote: Motion carried to table New Business Items A & B. Wellein, Tweedy, Glassco, and Tramayne For. Sanderson and Still Against.**

MAYOR'S MESSAGE

Rough design on City Hall is complete. Will have drawings for council by next meeting. Tremendous Chamber Auction.

Council covered 15 Agenda Items at their Council Workshop, March 13, 2018.

The Association of Grant County Cities and Towns is meeting March 28, 2018. The Association is looking for a Multi-Agency Communications Center (MACC) Board Representative to replace Kandis Lair.

REPORT OF STANDING COMMITTEES

Lake Liaison Committee - Judith Gorman - The committee called an emergency meeting to begin discussion re: Shoreline Substantial Development Permit Application. The committee presented a General Recommendation Draft with four recommendations. Discussion ensued.

Soap Lake Emergency Management Committee (SLEMC)- Leslie Taylor requests approval to have the City Website updated to include a link to the Grant County Emergency Management Telephone Notification System (TNS) along with a link to instructions on how to sign up for TNS. The SLEMC also asked for a message to go on the April Utility Bill encouraging citizens to sign up. Council OK'd.

PUBLIC COMMENT

Judith Gorman - 207 N Ginkgo - So excited to see the Veteran's Memorial at McKay.

Mary Nickel - McKay Healthcare Administrator, thanked the City and the Lauzier Community Park Committee for re-locating the Veteran's Memorial to McKay.

Bonnie Holt Morehouse - 718 1st Ave SE - Concerning Shoreline Application for Construction, Morehouse shared the history of Mineral/Water loss from Soap Lake.

Gary Krause - The City needs to protect the lake and possibly have the brine shrimp in the lake put on the endangered species list.

OLD BUSINESS

A. Tourism Funding - Masquers Theater - **M / Tramayne; S / Still**; to approve \$1,500.00 in tourism funds to be used by Masquers Theater. **Motion carried unanimously.**

NEW BUSINESS

A. Gray & Osborne, Inc. - Amendment No. 11 - Water System Telemetry Evaluation Report - Tabled
B. Gray & Osborne, Inc. - Amendment No. 12 - Paul Lauzier Community Park Improvements - Tabled

C. City of Soap Lake Centennial Committee- Kayleen Bryson - The City was officially incorporated on June 9, 1919. Kayleen shared a Project Proposal for the Soap Lake Centennial 2019. A year-long celebration commemorating 100 years of incorporated Soap Lake! **M / Glassco, S / Sanderson**; to approve the committee's project proposal. **Motion carried unanimously.**

D. Emergency Fire Hydrant Replacement - Tabled

E. Fire Hydrant Assessment - Tabled

F. An Ordinance Amending the City of Soap Lake Municipal Code Section 8.21.050 Titled "Notice of Violation and Order to Correct or Cease Activity. **M / Glassco, S / Tweedy**; to approve an Ordinance (1264) Amending the City of Soap Lake Municipal Code Section 8.21.050 Titled "Notice of Violation and Order to Correct or Cease Activity. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - asked council to consider April 4, 2018 for a Public Hearing to consider the Draft Comprehensive Plan Update. **M / Sanderson, S / Still**; to set a Public Hearing for April 4, 2018 to consider the Draft Comprehensive Plan Update. **Motion carried unanimously.** Copies available for the public by e-mail, mail, or at City Hall.

Police Chief Cox - Concrete is done in front of the new Police Department building. Should have a Certificate of Occupancy by next week.

The pursuit of an individual ended at Smokiam Park when the big rocks took out their oil pan.

Cox presented a trade proposal from Huntleigh Corporation on 7 "old" Tasers and accessories.

M / Tramayne, S / Wellein; to approve the trade of 7 "old" Tasers and accessories to Huntleigh Corporation, for 4 Cradle Point Routers and 4 Antennas for the Cradle Points. **Motion carried unanimously.**

Cox presented a change order from Gray Excavation in the amount of \$39,057.07. **M / Wellein, S / Glassco**; to approve Change Order #2 - Gray Excavation in the amount of \$39,057.07. **Motion carried unanimously.**

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S / Wellein**; to adjourn at 6:52pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy, Clerk

MINUTES SPECIAL SOAP LAKE CITY COUNCIL MEETING

March 27, 2018

CALL TO ORDER

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

ROLL CALL

Council members present: Rushton, Wellein, Still, Sanderson, Tramayne and Tweedy

City Staff Members Present: Deputy Clerk Richardson

AGENDA ITEMS

➤ NEW BUSINESS

- A. Gray & Osborne, Inc. - Amendment No. 11 - Water System Telemetry Evaluation Report
- B. Gray & Osborne, Inc. - Amendment No. 12 - Paul Lauzier Community Park Improvements

➤ ADJOURNMENT

NEW BUSINESS

A. **M / Rushton, S / Sanderson;** to approve Gray & Osborne, Inc. - Amendment No. 11 - Water

Telemetry Evaluation Report in the amount of \$4,086.00. **Motion carried. Tramayne, Sanderson, Tweedy, Rushton and Still For. Wellein Against.**

B. **M / Tramayne, S / Rushton;** to approve Gray & Osborne, Inc. - Amendment No. 12 - Paul Lauzier

Community Park Improvements in the amount of \$10,500.00. **Motion carried. Tramayne, Sanderson, Tweedy, Rushton and Still For. Wellein Against.**

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S / Tweedy;** to adjourn at 10:06am. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 4, 2018

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, Still, Sanderson, Tramayne, Wellein, Tweedy

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

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes March 21, 2018
 - Workshop Council Meeting Minutes March 27, 2018
 - Claims EFTs & Claims #18266 - 18305 in the amount of \$112,505.09
 - Payroll EFTs & Claims #25539 - 25547 in the amount of \$45,324.17
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray & Osborne - Water Plan Discussion
 - B. Gray & Osborne - Odor Control Project
- **NEW BUSINESS**
 - A. Consolidated Disposal Second Contract Amendment
 - B. Spring Community Clean Up
 - C. RCO Grant Resolution
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1263; NEXT RESOLUTION #886**
- **COMMENTS**
- **ADJOURNMENT**

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

CONSENT AGENDA

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

Mayor Gravelle asked to add an agenda item under New Business. Item C: RCO Grant Resolution. M/Rushton, S/Sanderson. Motion carried unanimously.

MAYOR'S MESSAGE

The new police building is almost finished. Marshall Signs will work with the Police Dept. for new signage. Council was provided a copy of the new city hall plans.

PUBLIC HEARING - Draft Comprehensive Plan

Mayor Gravelle opened the public hearing at 5:44 pm.

Planner Piercy stated copies of the draft plan are available at City Hall. This hearing is the first of two. Additions to the Vision Statement will be made:

- 1 - City of Soap Lake recognizes the benefits of its senior population
- 2 - City of Soap Lake recognizes the historical value and responsibility to the healing waters of the lake.
- 3 - City of Soap Lake continues to recognize the value of McKay Healthcare and to support its part in the community.

Nel Kovach - Suggested the plan consider something for a business district overlay. Please consider a water delivery zone for the mineral water.

Millie Little - 510 5th Ave Se - Thanked Soap Lake council for the hearing device. Called attention to mission statement. City of Soap Lake is responsible for the Natural, Cultural, and Historical resources. Page 9 is deleting History of Soap Lake. Please include it. Development at the lake has craped the land clean and boulders have been piled up. This destroyed the wetland and bird habitat. Would like to keep development within 200' of the water mark. Millie has been an advocate for Soap Lake for years and very proud of the lake and city.

Trudy Black - 42 S Hemlock - Will the types of homes that go into neighborhoods be addressed?

Planner Piercy noted manufactured homes are allowed wherever stick built homes are allowed. City code states no mobile homes and no used manufactured homes.

Allen Lundgren - Advised citizens and council that the purpose of any town is livability and a viable economic base. Our comprehensive plan should be supportive of residents, social activities, and a viable economic district. The plan should meet the needs of the citizens. Hotels/motels bring outside visitations. It is a balancing act to accommodate all these factors. The current plan seems balanced and reasonable. As the city moves forward to finalization, be conscious of both the livability and attractions and cautious of the 'not in my back yard' disinters. The city should strive to find a balance in its plan to use, enjoy, and protect the lake.

There being no further comment, Mayor Gravelle closed the Public Hearing at 5:55 pm.

REPORT OF STANDING COMMITTEES

Mona Kaiser - Lauzier Park is winding down. She passed around a sample of the decorative rock that will be used. Tatum will mark the soccer field lines. The nets are in. She is working on the 'wayfinding signs'. The mowing looks good. Crabgrass control is being applied. Asked council to consider acquiring proper mowing equipment for public works to

maintain the park. She is working on a draft invitation for the dedication ceremony. Soap Lake High School FFA will be doing a fundraiser at the dedication event.

Trudy Black - presented council with the projected plans for the skate and basketball park. The committee is requesting letters of support. Please let her know if you would like to submit one. The committee should have the Skate and Basketball Improvement grant written and to council for approval by April 18th.

PUBLIC COMMENT

Nels Borg - - 614 Main Ave E - Main Street seems to have become a speedway. Can the police please keep an eye on it?

Marcia Neihart - 419 W Maine Ave - local kids put together 7,000 Easter eggs in 45 minutes. The Easter Egg Hunt was 11,000 eggs and finished within seven minutes. She noted that she, Nel and Andy Kovak, and G&O looked for mineral water hookups. The time was well organized and they accomplished a lot.

Nel Kovach - 913 3rd Ave NW - During their mineral water hook up search, they noticed some places in alleys that code enforcement should look at.

OLD BUSINESS

A. Gray & Osborne - Water Plan - Nancy thanked volunteers for assistance with the Mineral Water search. Nancy reported she met with Tage at FCS and the city is on target if it stays with the 18% recommendations. Recommends the city do the water and sewer upgrades at the same time with a loan from USDA RD for \$8.1 Million. This would require only one environmental review and one application. The City's NEPA can be updated easily to meet the Health Department and RD requirements. Also, the RD loan may be able to cover some of the street repairs for the water and sewer lines that are under the city streets.

M/Tramayne, S/Still - permit Gray & Osborne to proceed with the Water System Plan submittal to the Health Department for Review. **Motion Carried Unanimously.**

M/Rushton, S/Wellein - direct Gray & Osborne to pursue and engineering memo for the NEPA and USDA application and amendment to contract. **Motion Carried Unanimously.**

B. Gray & Osborne - Odor Control Project - The odor control project rec'd two quotes that were within a few thousand dollars of each other but over budget. Gray & Osborne are working with those contractors to adjust the quotes. A recommendation will be ready by the council meeting on April 18th.

NEW BUSINESS

A. Consolidated Disposal Second Contract Amendment - **M/Rushton, S/Sanderson** to accept the amendment. **Motion Carried Unanimously.**

B. Spring Community Clean Up - will be Mid May to Mid June. Consolidated is running low on containers. Street side pick up will be the first week of June. Mayor directed code enforcement to inform the public that clean up assistance is available.

C. RCO Grant Resolution - Mayor Gravelle read the proposed grant resolution. **M/Sanderson, 2/Rushton**, to approve the resolution. **Motion Carried Unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - working with Lakeside Cottages to minimize costs of getting utilities to the units. The owner is looking at boring instead of cutting into the asphalt. He thanked the owner for looking into this. Discussed having design standards for the city for new development. Mayor Gravelle directed Planner Piercy to call Gray & Osborne with suggestions and questions.

Fire Chief Sheppard - 29 calls including 11 EMS and 2 structure fires. The district is working with Red Cross to put together preparedness information and packets. The department installed six Red Cross smoke detectors. The Red Cross is excited about having a booth at the Music Fest in May.

Police Chief Cox - Officers have issued citations for burning garbage, been involved with 5 pursuits - 4 ended successfully with captures - three officers will be doing distracted driving emphasis.

ADJOURNMENT

There being no further business of the Council; **M / Sanderson, S / Rushton;** to adjourn at 7:06 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 18, 2018

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, Still, Sanderson, Glassco, Tramayne, Rushton and Tweedy

City Staff Members Present: Deputy Clerk Richardson, Finance Director Hand, City Planner Piercy, Police Chief Cox

AGENDA ITEMS

- **CONSENT AGENDA**
 - Claims EFTs & Claims #18270 - 18332 in the amount of \$277,614.84
 - Payroll EFTs & Claims #25548 - 25550 in the amount of \$15,481.18
 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and Disposal Thereof
- or
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING** - Draft Comprehensive Plan Update
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **NEW BUSINESS**
 - A. Chamber of Commerce Regatta - Seattle Drag and Ski Sprint Boat Association - Special Event Permit Application
 - B. Gary & Osborne - Amendment #13 - NEPA Report and General Sewer Plan Amendment
 - C. Gray & Osborne - Odor Control Project, Lift Station No. 1
 - D. Smokiam Park draft plan and budget
 - E. Interfund Loan Resolution
 - F. Lawnmower
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1264; NEXT RESOLUTION #885**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

M / Tramayne, S/ Glassco; to accept the consent agenda minus the April 4, 2018 Regular Council Meeting Minutes and the Treasurer's Report. **Motion carried unanimously.**

MAYOR'S MESSAGE

The Association of Washington Cities (AWC) Annual Conference will be held June 26th - 29th 2018 in Yakima Washington. Mayor Gravelle encouraged Council members to attend.

PUBLIC HEARING - Draft Comprehensive Plan Update

Public Hearing Open at: 5:37pm

City Planner Piercy informed Council that he had received one written comment regarding the change of zoning (from residential to commercial) on Main between the Library and the new Lakeside Cottages.

Millie Little - 510 5th Ave SE - Little referred to Page 12 - Natural Resources and feels the ones listed should be changed to different ones.

John Glassco - 25 S Cherry - Soap Lake Conservancy and the Lake Liaison Committee (LLC) - 25' shoreline set back should be more intensive, not less. LLC and Council need to meet with the Department of Ecology & the Department of Health regarding Soap Lake Mineral Water Planning. Urban Growth Area to include eastern shore of the lake. Would like to see continued cooperation between the Soap Lake Conservancy and the City.

Public Hearing Closed at: 5:45pm

REPORT OF SPECIAL COMMITTEES

Soap Lake Mineral Water Committee - John Glassco and Gray & Osborne identified mineral water connections on Cherry, Birch, Dogwood, and Division. The Soap Lake Mineral Water is now being metered. Glassco shared a mineral water usage chart for the last year and a third.

PUBLIC COMMENT

Marsha Neihart - 419 W Main Ave. - What can be done about the "speed bumps" that are left in the roads from new construction connecting to infrastructure?

Neihart has been in contact with Malea Johnson, VENUE Magazine. The VENUE would like to dedicate the next issue to Soap Lake.

Michelle Agliano - 37 N Hemlock St. - Agliano expressed her and her husband's excitement that their alley has been repaired.

Barb Carlson - 410 W Main - Soap Lake Centennial Committee - Soap Lake 100 website. Events every month. Fundraisers. Music Venues. Committee needs volunteers. Meeting, Monday night, April 23rd, at Masquers. 6:00 to 7:00pm.

Millie Little - 510 5th Ave SE - Missing the Soap Lake mineral water fountain on Main. There is no flag on the Veteran's Memorial that was moved to McKay. Regarding the Event permit for the boats; two years ago there were three accidents, last year, five accidents. Little asks council not to permit gas motors on the lake.

Diane Crummett - 12 S Dogwood - Crummett expressed her concern about cars speeding up and down West Main and that there is no speed limit sign.

Kayleen Bryson - 614 E Main - Volunteers cleaned up the “grays” at Lava Links. There are a couple of tents set up in the field. The “Bathroom Mob” is starting up again.

NEW BUSINESS

A. Chamber of Commerce Regatta - Seattle Drag and Ski Sprint Boat Association - Special Event

Permit Application - **M / Rushton, S / Still**; to approve the Chamber of Commerce Regatta - Seattle

Drag and Ski Sprint Boat Association - Special Event Permit Application. Discussion ensued

regarding the event holder paying for police department security during the event. Will review this

year for next year’s event. **Motion carried. Glassco, Wellein, Tramayne, Rushton, Still and**

Sanderson For. Tweedy Against.

B. Gray & Osborne - Amendment #13 - NEPA Report and General Sewer Plan Amendment - **M / Tramayne, S / Wellein**; to approve Gray & Osborne, Inc. - Amendment #13 -for the

completion of a National Environmental Policy Act (NEPA) Report and General Sewer Plan Amendment. With a total estimated cost of \$15,572.00. **Motion carried unanimously.**

C. Gray & Osborne - Odor Control Project, Lift Station No. 1 - **M / Rushton, S / Wellein**; to approve

Gray & Osborne, Inc.’s Recommendation of Award of Contract to Western Engineering Constructors

(WEC) in the amount of \$47,500.00. **Motion carried unanimously.**

D. Smokiam Park draft plan and budget - Trudy Black presented the Smokiam Park draft plan and

budget. The Washington State Recreation and Conservation Office (RCO) Grant application

deadline is May 1, 2018. Discussion ensued. **M / Sanderson, S / Tweedy**; to approve the draft plan

and budget in the amount of \$425,700.00. **Motion carried unanimously.** The next Park’s meeting

will be Tuesday, April 24, 2018 at 1:30pm at City Hall.

E. Interfund Loan Resolution - Finance Director Hand discussed the need for an Interfund Loan and

asked council for approval and to decide on an interest rate and repayment plan.

Discussion

ensued. **M / Glassco, S/ Wellein**; to set interest at CPI + 1. Discussion ensued. **Motion failed.**

Glassco and Wellein For. Sanderson, Tramayne, Still, Tweedy and Rushton Against.

Discussion

ensued. M / Rushton, S / Sanderson; to approve Interfund Loan Resolution #886 with interest at

the rate of 1% to be repaid in three installments; June, August, and October, 2018.

Motion carried.

Tramayne, Still, Rushton, Tweedy, Sanderson and Wellein For. Glassco Against.

F. Lawnmower - Public Works is in need of a new lawnmower; mostly for Paul Lauzier Community

Park. Options: 1. Use old mower which leaves clumps. 2. Tatum Lawn Care Contract to mow,

water, and fertilize for approx. \$4,000.00 per year. 3. Purchase lawnmower at \$30,000.00.

Discussion ensued. Council agreed to a contract with Tatum Lawn Care.

REPORT OF CITY OFFICERS

City Planner Piercy - Lakeside Cottages project may have to bore under Main Street for Electrical. City of Soap Lake currently has no Design Standards. Piercy asked Council for approval to ask Gray & Osborne, Inc. to do a Scope of Work to develop Design Standards for the City of Soap Lake. Council approved.

The State Building Code has been updated and the International Building Code will be updated effective July 1st. The state building code fee is increasing from \$4.50 to \$6.50 for residential.

The Intl. Code fee is increasing to \$25.00 for commercial. Piercy discussed the possible requirement of sprinklers on all structures.

Finance Director Hand - 17 building permits last year; 11 already this year. Hand presented Council with an Agenda Bill form. Council to look it over and give any recommendations to staff before the May 2, 2018 council meeting. Hand working on an e-mail drop for Council members. Agenda materials could be scanned and sent to Council prior to meetings. The MRSC Workshop in Leavenworth this year is August 23rd and 24th. Let City Hall staff know if you are interested in attending. Hand will be at WCIA Board Meeting on May 2nd and 3rd and WAPRO Training on May 9th - 11th. Currently working on Annual Report and USDA Annual Report.

Police Chief Cox - Distracted Driving Emphasis - in 12 hours; 42 contacts, 2 misdemeanor warrants, 1 felony warrant, 3 misdemeanors, and 29 infractions. Recovered a stolen vehicle this morning. A search of the car that ran through the building on Main revealed firearms, narcotics, and possible stolen items. Check with Police Department if you have items that have been stolen.

COMMENTS

John Glassco - Need a strategy to patch potholes. This is important to the public.

Kat Sanderson - The City Barge that is used for the Fireworks show is in need of repair.

ADJOURNMENT

M / Tramayne, S / Rushton; to adjourn at 7:44pm. Motion carried unanimously.

Raymond Gravelle, Mayor

Anita Richardson, Deputy, Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 2, 2018

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, Still, Sanderson, Tweedy and Glassco

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

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes - April 4, 2018
 - Regular Council Meeting Minutes - April 18, 2018
 - Claims EFTs & Claims #18333 - 18366 in the amount of \$79,883.91
 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and
or
Disposal Thereof
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Lawnmower
 - B. Picnic Shelter Bid - Paul Lauzier Community Park
 - C. Concrete Work - Paul Lauzier Community Park
- **NEW BUSINESS**
 - A. Gray & Osborne, Inc. - Amendment No. 14 - Preparation of the City's Construction Standards
 - B. Professional Services Agreement - Katherine Kenison, Attorney
 - C. Agenda Bill/Staff Report Form
 - D. Update on Soap Lake Conservancy Membership Drive Activities
 - E. A Resolution Establishing a Policy for the Official Response to Liquor License Application and
Renewal Notifications from the Washington State Liquor and Cannabis Board
 - F. City of Soap Lake Policy - Washington State Liquor and Cannabis Board - Official
Local
Authority Notice Authorization.
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1264; NEXT RESOLUTION #889**
- **COMMENTS**
- **ADJOURNMENT**

M / Sanderson, S / Still; to excuse Councilmembers Tramayne, Rushton, and Glassco.
Motion carried unanimously. Councilmember Glassco present - late.

CONSENT AGENDA

M /Sanderson, S/ Tweedy; to accept the consent agenda minus the Treasurer's Report.
Motion carried unanimously.

MAYOR'S MESSAGE

Request to add Items to Old Business

- A. Lawnmower
- B. Quote Picnic Shelter - Paul Lauzier Community Park
- C. Concrete Work - Paul Lauzier Community Park

Approved

The Park Committee is on board for the Paul Lauzier Community Park Dedication to be held on Saturday, May 26, 2018. Junior Soccer, Proclamations, Mike Tabler (Paul Lauzier Foundation), and movies in the park. 9:00 am till movie at approximately 8:15 (Twilight).

REPORT OF SPECIAL COMMITTEES

Mayor Gravelle reported for the Parks Committee. The Washington State Recreation and Conservation Office (RCO) Application was submitted with a couple of hours to spare. Bob Droll, Kelly Fontejin, and others will be present in Olympia for the Application review.

PUBLIC COMMENT

Kathy Erwin - 414 Main Ave E. - 8 ½ ' fence blocking my dining room and kitchen window. 6' would be OK. Spent \$1,500.00 to have property line checked out.

Gary Krause - 423 2nd Ave NE - Krause asked City Planner Piercy what the necessary permits would be to open the B&B Drive In.

Kayleen Bryson - 614 Main Ave E - Had first Winterfest meeting. Winterfest will be December 1st this year. Included in Winterfest this year will be Winter Fiber Festival - expecting 50 to 250 people. Considering having the Centennial kick off at Winterfest rather than later in the month.

Centennial Committee - Kayleen said the first meeting at Masquers went OK. Still need more volunteers. Informative article in the Grant County Journal. Working on the Web site.

Michelle Agliano - 37 Hemlock St N - Soap Lake Food Bank - SNAP - My Healthy Focus Group - at the Soap Lake Food Bank - Monday, May 14, 2018 from 2:00 - 3:00pm.

OLD BUSINESS

A. Lawnmower - Mayor Gravelle explained the need for a new Lawnmower for Public Works. Discussion ensued. **M / Sanderson, S / Still;** to approve the purchase of a Bad Boy Diesel Cat 61"

deck lawnmower in the amount of \$13, 739.00 + tax. **Motion carried unanimously.**

B. Picnic Shelter Paul Lauzier Community Park - DB Construction submitted a bid (invoice) in the amount of \$8,370.00 for the picnic shelter at Paul Lauzier Community Park. Discussion ensued.

M / Sanderson, S / Tweedy; to approve the bid from DB Construction in the amount of \$8,370.00 of which \$2,700.00 is labor costs; subject to legal review. City Planner Piercy asked about Prevailing Wage requirement. **Motion carried unanimously.**

C. Concrete Work - Paul Lauzier Community Park - City Engineer, Mike Meskimen presented the proposal from Tommer Construction Company, Inc. (Tommer) for the Sidewalk work at Paul Lauzier Community Park in the amount of \$53,415.90 and recommended that the project be awarded to Tommer. **M / Tweedy, S / Sanderson;** to award the Sidewalk work at Paul Lauzier Community Park to Tommer Construction Company, Inc. in the amount of \$53,415.90. **Motion carried unanimously.**

NEW BUSINESS

A. Gray & Osborne, Inc. - Amendment No. 14 - Preparation of the City's Construction Standards -

Mike Meskimen presented Amendment No. 14 - Scope of Work and Estimated Cost to prepare City

of Soap Lake Construction Standards. Total estimated cost \$6,600.00. **M / Glassco, S / Wellein;** to

approve Gray & Osborne, Inc. - Amendment NO. 14 in the amount of \$6,600.00. **Motion carried unanimously.**

B. Professional Services Agreement - Katherine Kenison, Attorney - **M / Tweedy, S / Wellein;** to

approve the Contract for Professional Services Between the City of Soap Lake Washington and

Lemargie Kenison Franz and Whitaker with the new municipal rate of \$200.00 per hour. **Motion**

carried unanimously.

C. Agenda Bill/Staff Report Form - Discussion ensued. Table to May 16, 2018 council meeting.

- D. Update on Soap Lake Conservancy Membership Drive Activities - Peggy Comin, speaking on behalf of the Soap Lake Conservancy Education Committee, updated the Council on their current drive to expand Conservancy membership. John Glassco passed out a letter to council (Planning Ahead for Preserving Soap Lake). Peggy advised the Conservancy will be doing a mailing soon and plan to have a booth at the Music Festival coming up the weekend of May 26th & 27th. The Conservancy urges each Council Member to join. The Conservancy's web page is: thelake.org
- E. A Resolution Establishing a Policy for the Official Response to Liquor License Application and Renewal Notifications from the Washington State Liquor and Cannabis Board - Table to May 16, 2018 council meeting.
- F. City of Soap Lake Policy - Washington State Liquor and Cannabis Board - Official Local Authority Notice Authorization - Table to May 16, 2018 council meeting.

REPORT OF CITY OFFICERS

Police Chief Cox - May 21 - 24 WASPIC Conference. Received scholarship for tuition of \$750.00. Chief for a Day is June 7th. Officer Nulph and Chief will be participating in

Chief Cox asked Council to approve the department selling the 2011 Charger for \$10,000.00 to Grant County directly instead of going through Public Surplus. **M / Wellein, S / Sanderson**; approving Chief Cox to sell the 2011 Charger for \$10,000.00 to Grant County directly instead of going through Public Surplus. **Motion carried unanimously.**

Fire Chief Sheppard - 33 calls in April. 13 in the City. 3 burning in yard, 4 alarms, 5 ems calls, 1 fire (BBQ). Working with Red Cross to get smoke detectors installed. Have received requests for fireworks stands. Continuing with building inspections.

COMMENTS

Councilmember Glassco would like to have a permanent set up in the Council Chambers for showing items on the screen.

ADJOURNMENT

M / Sanderson, S / Tweedy; to adjourn at 7:15pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy, Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 16, 2018

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, Still, Sanderson, Tweedy and Rushton

City Staff Members Present: Deputy Clerk Richardson, Finance Director Hand, City Planner Piercy, Police Chief Cox,

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - May 2, 2018

Claims EFTs & Claims # 18367 - 18409 in the amount of \$317,979.10

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC HEARING - Community Development Block Grant**

➤ **REPORT OF STANDING COMMITTEES**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. A Resolution Establishing a Policy for the Official Response to Liquor License Application and

Renewal Notifications from the Washington State Liquor and Cannabis Board

B. City of Soap Lake Policy - Washington State Liquor and Cannabis Board - Official Local

Authority Notice Authorization

C. Agenda Bill/Staff Report Form

D. Gray & Osborne, Inc. - Review of Bids, Sewer Replacement - Phase 1

E. Gray Excavation - Accept Alley Project Work as Complete

➤ **NEW BUSINESS**

A. Resolution with Certifications of Compliance and Title VI Certifications

B. J & M, LLC - Fireworks Stand Permit and Temporary Lease Agreement

C. Soap Lake School District - Fireworks Stand Permit

D. Professional Services Agreement - City of Soap Lake and Soap Lake Chamber of Commerce

E. Staffing on Friday

F. Update on Soap Lake Conservancy Membership Drive Activities

G. Special Event Permit Application - Paul Lauzier Community Park Dedication

H. Special Event Permit Application - Music in the Park - Soap Lake Chamber of Commerce

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1264; NEXT RESOLUTION #890**

➤ **COMMENTS**

➤ **ADJOURNMENT**

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

CONSENT AGENDA

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

MAYOR'S MESSAGE

Request to add Item to Old Business

M / Rushton, S / Sanderson; to add Item E. Gray Excavation - Accept Alley Project Work as Complete to Agenda. **Motion carried unanimously.**

The Lawnmower has been purchased and the backhoe sold.

Two liquor license renewals - Hawk Fuel and Masquers Theater. No objections.

Jennifer Peterson resigned as Community Garden Coordinator. Looking for a lead person for the Community Garden.

Demolition Party at the James Tavern Building - Thursday at 10:00am. Bring gloves and a hammer.

Mayor Gravelle and others will be going to Olympia for the WA State Recreation and Conservation Office (RCO) Tec Review for our Grant Application.

New signs at West Beach.

PUBLIC HEARING

A Notice of Public Hearing was published in the Grant County Journal on April 26 and April 30, 2018 and posted at the Soap Lake Post Office and on Council Chambers doors.

No special arrangements requested.

Public Hearing open at 5:38pm.

Mike Meskimen with Gray & Osborne, Inc. explained the purpose for the Public Hearing. The purpose of the public hearing is to provide information to the public concerning the City's application for a Community Development Block Grant (CDBG) funds. Handouts were provided for the public.

The City can only apply for one specific grant per year. This year the City is applying for a General Purpose Grant for Water System Improvements. Part of the purpose of this public hearing is to obtain other public input concerning other potential projects that the public may wish to apply for. The proposed project is to: (hand out on the table) fire flow improvements, completes some distribution improvements - replace undersized water lines,

fire hydrant replacement and add an automatic meter reading system. \$750,000 Full Grant Amount - Total Project Cost (2018 Dollars): \$2,835,000 Projected Total Project Cost (2020): \$3,016,000.

Other grants available include: Economic Opportunity Grants, Housing Enhancement Grants, and Public Service Grants. (Flyer available)

Public Comment:

Robert Brown - 815 3rd Ave NE - Questions to ask of the Contract. Has this project had three proposals for professional services?

Mike Meskimen - That requirement comes into effect after the grant has been awarded. To make an application you do not have to have

Brown - Prior to submitting the application will we have access to records and in particular ERU's?

Meskimen - The application itself would be available via public request through the City. Also we are currently working on other documents for the City. Specifically your question about ERU's that information is available in the City's Water System Plan, which you can also request via the City.

Brown - I've looked at the Water System Plan, the old one, 2012. It just lists the total number of ERU's not by class or size of meter.

Meskimen - I would have to go back and look through that document. I am not entirely familiar with the 2012 Water System Plan.

Brown - Would that information be available by meter size?

Meskimen - I believe you may be able to request that information from the City.

Brown - What is the schedule?

Meskimen - The application is due June 1st. Notice of whether we were successful or not some time in November. The schedule for the projects would be dependent upon when the funds become available. The improvements would likely occur - design in 2019, construction in 2020.

Brown - Will there be any more public hearings?

Meskimen - If the City is awarded Grant funds, there should be one more public hearing during the development of the project.

Brown - How can I get the information before the proposal is submitted?

Meskimen - This is your one chance to comment on potential other applications. The City has adopted a grievance policy if you do not agree with the choice of the project the City submits an application for you can contact City Hall and they can describe what the process would be to submit a grievance.

Brown - I would like to see the ERU's and their values per meter size and I would like to be able to comment on that before the proposal is submitted.

Meskimen - I believe you could request that information from the City and submit your comments back to the City prior to June 1st.

Brown - Good, good. That's all I have at this time. Thank You.

Public Hearing Closed at 5:49pm

REPORT OF SPECIAL COMMITTEES

Lake Liaison Committee (LLC) - Bonnie Holt Morehouse - The next LLC meeting will be Monday May 24th at 5:00pm. Passed out Resolution #849 between the City and the LLC.

Bev Hasper - Soap Lake Conservancy - Hasper thanked the Soap Lake Council for their dedication to the Conservancy and spoke about our Lake!

Centennial Committee - Deb Still - Steering Committee has set up a Facebook site "Soap Lake 100" and a website: soaplake100.com. The committee is looking for volunteers and donations.

Mayor Gravelle reported for the Parks Committee. Concrete pad and sidewalks are being poured and picnic shelter is being built. Dedication Saturday, May 26, 2018 with Soccer games, Veterans walk, and Movies in the Park.

The Music, Wine, Beer & BBQ FREE FESTIVAL will be held at Smokiam Park (East Beach) Friday, May 25th and Saturday, June 26th. Live local bands and Heart by Heart will be performing.

PUBLIC COMMENT

Samuel Palmer - Middle School Science Department is having a Science Fair Thursday, May 17th from 5:00 to 7:00pm. Portable Planetarium and Kids Games. Palmer asked Mayor Gravelle to be a Judge at the Science Fair. Mayor agreed.

Michelle Agliano - 37 N Hemlock - Soap Lake Food Bank - Benefit Yard Sale - Friday, May 25th 8:00am to 5:00pm. Accepting Donations.

Robert Brown - 815 3rd Ave NE - Brown concerned about an article in the Grant County Journal regarding the Soap Lake City Council overriding the concerns of the Soap Lake Police Department and the Hydro Race Event.

OLD BUSINESS

A. A Resolution Establishing a Policy for the Official Response to Liquor License Application and Renewal Notifications from the Washington State Liquor and Cannabis Board - **M / Rushton, S / Wellein**; to approve Resolution # 2018 - 890 - A Resolution Establishing a Policy for the Official Response to Liquor License Application and Renewal Notifications from the Washington State Liquor and Cannabis Board. **Motion carried unanimously.**

B. City of Soap Lake Policy - Washington State Liquor and Cannabis Board - Official Local Authority Notice Authorization - **M / Rushton, S / Wellein**; to approve City of Soap Lake Policy - Washington State Liquor and Cannabis Board - Official Local Authority Notice Authorization. **Motion carried unanimously.**

C. Agenda Bill/Staff Report Form - **M / Tweedy, S / Wellein**; to approve Agenda Memo presented to Council by Deputy Clerk Richardson. **Motion carried unanimously.**

D. Gray & Osborne - Review of Bids, Sewer Replacement - Phase 1 - Mike Meskimen advised Council that Advanced was the lowest bid at \$610,291.03. Their Bid Bond was not signed with an original signature. City Attorney Kenison advised Council per Washington Law on a Public Works Project, the City has the ability to waive minor irregularities. Again, per Washington Law, Kenison does not deem this a minor irregularity. **M / Wellein, S / Rushton**; to declare Advanced Excavation's bid nonresponsive based upon a material variance (failure to provide bid bond with original signature) which the Council declines to waive as a minor irregularity. **Motion carried unanimously.**

Mike Meskimen advised Council that Advantage Dirt was the second lowest bidder in the amount of \$626,484.86 and there are no irregularities in their bid paperwork.

M / Tweedy, S / Rushton; to award Bid for Sewer Replacement - Phase 1 to second lowest bidder, Advantage Dirt in the amount of \$626,484.86. **Motion carried unanimously.**

E. Gray Excavation - Accept Alley Project Work as Complete - Discussion ensued. City Engineers felt Gray Excavation did a great job on the alleys. **M / Rushton, S / Sanderson;** to accept the Gray Excavation Alley Project Work as Complete. **Motion carried unanimously.**

NEW BUSINESS

A. Resolution with Certifications of Compliance and Title VI Certification - **M / Tweedy, S / Sanderson;**

to approve Resolution #2018 - 891 - A Resolution with Certifications of Compliance and Title VI

Certification. **Motion carried unanimously.**

B. J & M, LLC - Fireworks Stand Permit and Temporary Lease Agreement Review - Tabled to June 6th Council Meeting.

C. Soap Lake School District - Fireworks Stand Permit - Tabled to June 6th Council Meeting.

D. Professional Services Agreement - City of Soap Lake and Soap Lake Chamber of Commerce -

Council reviewed - Already approved. No concerns.

E. Staffing on Friday - Finance Director Hand presented a budget proposal for having City Hall open

five days a week including Friday. Office Staff 32 hours vs 40 hours per week = \$31,063.08 Annual

Increase. Discussion ensued. Council asked for other options. Mayor asked Council if they thought

City hall should be open on Friday. Wellein and Tweedy For. Rushton, Sanderson, and Still Against.

F. Update on Soap Lake Conservancy Membership Drive Activities - Peggy Comin read the Soap Lake

Conservancy's Mission; and asked everyone again, to join the Conservancy.

G. Special Event Permit Application - Paul Lauzier Community Park Dedication - **M / Rushton, S / Still;**

to approve Special Event Permit Application - Paul Lauzier Community Park Dedication.

Motion

carried unanimously.

H. Special Event Permit Application - Music in the Park - Soap Lake Chamber of Commerce - **M /**

Tweedy, S / Still; to approve Special Event Permit Application - Music in the Park - Soap Lake

Chamber of Commerce. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - Informed Council of the need for another Public Hearing on the Comp Plan update to include the Draft Zoning Code. Changes include: Overnight Rentals (Air B & B), City Property designated Public Zone, and some Residential to Commercial. Draft Zoning Code available at City Hall, on the Web Site and Electronically by request. **M / Rushton, S / Tweedy**; to set Public Hearing on the Comp Plan Update including the Draft Zoning Code, for June 6, 2018 at 5:30pm in the Soap Lake Council Chambers.

Police Chief Cox - Very Busy the last couple of weeks. Twelve warrant arrests, three stolen vehicles. Three agencies here in Soap Lake. May 22nd - Traffic Safety Emphasis on Seat Belts and Distracted Driving. Police Department office will be closed next Monday - Wednesday. Chief Cox will be gone next week to WASPC Training. Lanie will also be at training.

Had Washington State Patrol (WSP) Access Audit. First audit in over 10 years. Technical Audit - no deficiencies. Six or seven small items to clean up.

Acquired three projectors and a pressure washer mounted on a trailer from Fort Lewis.

COMMENTS

Free Dumpsters are here. Please use them. One across from the Senior Center and one at the Public Works Yard on 2nd Ave SE past the dog park.

Finance Director asked Council to review Bi-Annual Budget Ordinance to be approved at the June 6th Council Meeting.

Deputy Clerk Richardson reminded everyone: Extra Garbage picked up at your home for no extra cost: Wednesday, May 30, 2018.

ADJOURNMENT

M / Sanderson, S / Rushton; to adjourn at 7:22pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy, Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 6, 2018

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, Still, Sanderson, Tweedy, Tramayne, Glassco and Rushton

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

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - May 16, 2018

Claims EFTs & Claims #18410 - 18455 in the amount of \$102,639.76

Payroll EFTs & Claims # 25563 - 25575 in the amount of \$67,894.92

Treasurer's Reports

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC HEARING - Draft Zoning Code Update**

➤ **REPORT OF STANDING COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **NEW BUSINESS**

A. Gray & Osborne, Inc. - Amendment No. 15 - Sewer Replacement - Phase 1 - Construction

Administration Services

B. Tourism Funding Application - Cannabis Alliance Kickball Tournament

C. An Ordinance Repealing Soap Lake Municipal Code Chapter 2.34 Titled "Emergency Medical

and Ambulance Service"

D. An Ordinance Repealing Soap Lake Municipal Code Chapter 2.32 Titled "Fire Department"

E. J & M, LLC - Fireworks Stand Permit and Temporary Lease Agreement Review

F. Soap Lake School District - Fireworks Stand Permit

G. Soap Lake Chamber of Commerce - Fireworks Permit

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1264; NEXT RESOLUTION #892**

➤ **COMMENTS**

➤ **EXECUTIVE SESSION**

➤ **ADJOURNMENT**

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

Councilmember Glassco present.

CONSENT AGENDA

M / Rushton, S /Tramayne; to accept the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

Request to add Item to New Business - Item H -- Soap Lake Chamber of Commerce Suds n Sun - Special Event Permit. Council OK'd.

M / Tramayne, S / Still; to not have a Council Meeting on July 4, 2018. **Motion carried unanimously.**

Great Park Dedication for Paul Lauzier Community Park. A huge thank you to the Committee, the Donors, the Contractors, Public Works, and all the Volunteers. Music, Wine & Art Festival - Big Success! Thanks to Cindy Rang, Deb Noah and others that helped.

City restrooms at Smokiam Park to be completed soon. Sewer project to be underway by June 18th - Project to include: a portion of, NE 3rd Ave, Lakeshore, and West Main.

Seattle Drag & Ski Sprint Boat - Soap Lake Chamber of Commerce Hydro Regatta June 16 & 17, 2018.

PUBLIC HEARING

A Notice of Public Hearing was published in the Grant County Journal on June 4, 2018 and posted at the Soap Lake Post Office and on Council Chambers doors.

No special arrangements requested.

Public Hearing Open at 5:44pm

City Planner Piercy

“The issue for the public hearing this evening is the Draft Update to the Soap Lake Zoning Code. You may recall that in the recent weeks we have had public hearings for the draft of the Comprehensive Plan. Using those comments and the comments that we received from the community we developed the Comprehensive Plan and have that now ready to move forward for council consideration but before we do that we also want to accompany that with a draft zoning code that has had an opportunity for public review and comment and also to insure that it is in compliance with the elements that are contained within the comprehensive plan. So that is why we followed the Zoning code after the process of updating the comprehensive plan.”

“There are a couple of minor changes in the zoning code that I want to just point to. One eliminates the R-4 zone that is currently in the code. The draft has that elimination. It’s one of the items that was discussed during our public community meetings. The R4 zone in Soap Lake had historically been utilized for a particular purpose. That changed about 10 years ago. It is actually considered under our code to be a transition zone. So that if somebody were currently in the County and wanted to annex into the City they would be annexed in as an R4 under the current code and it would allow them to maintain things like horses, cows, pigs, and chickens and all of those things you would normally allow in a rural

setting. So it just doesn't seem like that's consistent with the goals and policies of the comprehensive plan and if we are to annex property it would be up to the Council to appropriately zone that property so that it is compatible to surrounding uses and other items rather than to simply have a farm come into the city and continue to allow it to be a farm. We removed the R4 Zone. There was only one small R4 zoning within the City. It is currently vacant and so it is not being utilized in a manner in which the R4 zone was intended so we would suggest that that R4 Zone revert to an R3 which is consistent with the surrounding zones."

"We have added some elements in the code that are a result of our experience working with the Fire Department particularly now that we have gotten into the yearly inspections for business activity. What we are finding is that there are a number of businesses that are in town that we really had no handle on or basis on how they established themselves and whether or not they were currently in compliance. So there is a process in our code, we strengthened up a little bit, called the Site Plan Review. It is in our code currently but it's been underutilized. What this process does, is that it requires that any new business coming into town starting a new business in a new building or any change of use, go through a very brief administrative site plan review that identifies what the use is going to be in that building. It identifies the layout for the purpose of the fire department so they know how to fight a fire should one occur in there. It has some specific requirements so that they have a lock box on the door so the fire department can gain access, and it just allows us to have a look see at what a business activity is going to be, prior to them actually opening the doors for business. It insures that all of our codes are being met. It insures they have a business license. It insures the fire department has an opportunity to conduct their inspections."

"The other item that we have added to the code is an item on Fire Hydrants, where fire hydrants are required as part of a new development. They are required to install a Storz adapter, which is a quick release/attach adapter the fire department uses. They would like to see them on every fire hydrant in the city but as we go through this process as new fire hydrants come on line or fire hydrants are required as part of a development they will be required to apply that adapter under our code."

"The one major issue that has been discussed quite frequently in our community meetings is the issue of the overnight accommodations we provided a draft of a mix of different cities approaches to that. The attorney has reviewed that and she has come back with a recommendation for some modification of that and to move it out of our business code out of the business chapter 7 zoning code. Rather than be in the business license section it would be in the zoning code section and also have some additional requirements that are felt to be appropriate from our legal review. If you have any questions in regards to that we would be happy to respond to that."

With that we will open it up for public comment.

Wellein - "Will the short term rentals fall under hotel/motel tax?"

Piercy - "They would be subject to the hotel/motel tax. Yes. Once they acquire a business license and they are indicating that they are providing overnight accommodations."

Wellein - "I didn't see anything in there about that."

Piercy - "I think that's covered under State Law. I don't think it's something that specifically we need to address within our own code."

Wellein - "All communities have that?"

Piercy - "Right. The only issue that we would have is we are able to set that rate at some degree but I believe we're at our maximum rate currently within the city if I'm not mistaken, and so that would apply to those rentals as well."

Wellein - "Let me say thank you. Thank you."

Judith Gorman - 207 Ginkgo - "I am a little bit out of the loop. I apologize. Could you actually explain what those short term rental changes are that you mentioned? Are there many? Can you just summarize them?"

City Attorney - "The significant changes that came through our office were related to the enforcement and penalty provisions and also the moving it from the business license chapter to the zoning code so that any appeals or challenges would be brought as land use actions which have their own set of time limits."

Gorman - "There is no change in the 30 day minimum for residential area for short term rentals? Is that still in there?"

City Attorney - "Yes"

Piercy - "To clarify that last response: Anything over 30 days is considered a monthly rental so it doesn't fall under these regulations. These are the overnight rentals less than 30 days at any given time. That's a definition for hotel/motel or short term overnight accommodations. If it is 30 days or more it is a monthly rental?"

Wellein - "Can I clarify something I heard? Grapevine information. Electric City - no more weekly rentals?"

Piercy - "I have no idea."

Wellein - "Or one of those three towns up there, because of noise. The councilman on the GTA Board said "we shut them down". I think it was Electric City."

Piercy - "It may well be, but I have no information on that."

Public Hearing Closed at 5:54pm

REPORT OF STANDING COMMITTEES

Park Committee - Mona Kaiser - Paul Lauzier Community Park Dedication went very well. Veterans Dedication at McKay went very well. The Movie in the Park - Windy and Cold. But people stayed to the end. The inflatable screen is not going to work unless we can get a wind screen or something.

Paul Lauzier Community Park (PLCP) not quite done. Still need curbing for play set equipment, Tatum landscape touch ups, drawing on irrigation lines, and to adjust an invoice from Tatum. Youth Soccer Equipment (Goals and Cones) available for check out at City Hall.

LLC - Judith Gorman - Soap Lake Conservancy and City of Soap Lake Joint Liaison Strategic Planning Committee (LLC) - Reminder - The LLC meets every fourth Monday at the Senior Center at 4:00pm. Still have room for three council members. Next meeting Monday, June 25, 2018 at 4:00pm. Currently under discussion are the Lake Eco System Health, New Water Testing, and how overall long term health of the lake eco system can, support the City's development.

Water Utility Committee - Councilmember Tweedy said "The committee found that the way we are doing the utility billings is the best way for our City." Tweedy would like to disband the committee.

Council approved.

PUBLIC COMMENT

Gary Krause - 423 2nd Ave NE #3 - Krause discussed new contacts. Brant Mayo, Executive Director of Grant County Economic Development Council and Mike Wren, Ephrata Port Manager.

Douglas Bratton - 630 E Main - Bratton asked why we are doing some sewer lines here, and some water lines there, and streets here and there? Why not do it all at once?

Mayor Gravelle explained funding.

Judith Gorman - 207 N Ginkgo - Soap Lake Community and Senior Center. Operated by Senior Opportunity Association, Inc. Since 1979 a 501c3 Nonprofit Organization. Would like to increase membership. You do not have to be a senior to be a member. Expanding to a younger group. Gorman handed out a new brochure, newsletter, and monthly activities schedule and menu.

NEW BUSINESS

A. Gray & Osborne, Inc. - Amendment No. 15 - Sewer Replacement - Phase 1 - Construction Administration Services - **M / Rushton, S / Wellein**; to approve Gray & Osborne, Inc. Amendment

No. 15 - Sewer Replacement - Phase 1 - **Motion carried unanimously.**

B. Tourism Funding Application - Cannabis Alliance Kickball Tournament - **M / Sanderson, S / Rushton**; to approve \$1,500.00 in tourism funding for the Cannabis Alliance Kickball Tournament. **Motion carried. Wellein, Glassco, Still, Sanderson, and Rushton for.**

Tramayne and Tweedy against.

C. An Ordinance Repealing Soap Lake Municipal Code Chapter 2.34 Titled "Emergency Medical and Ambulance Service". **M / Sanderson, S / Tweedy**; to approve Ordinance No. 2018 - 1264 - An

Ordinance Repealing Soap Lake Municipal Code Chapter 2.34 Titled "Emergency Medical and Ambulance Service". **Motion carried unanimously.**

D. An Ordinance Repealing Soap Lake Municipal Code Chapter 2.32 Titled “Fire Department”.

M / Rushton, S / Tweedy; to approve Ordinance No. 2018 - 1265 - An Ordinance Repealing Soap

Lake Municipal Code Chapter 2.32 Titled “Fire Department”. **Motion carried unanimously.**

E. J & M, LLC - Fireworks Stand Permit and Temporary Lease Agreement Review - **M / Rushton,**

S /Sanderson; to approve J & M, LLC Fireworks Stand Permit and Temporary Lease Agreement

based on Fire Chief Sheppard’s requirements. **Motion carried unanimously.**

F. Soap Lake School District - Fireworks Stand Permit - **M / Wellein, S / Rushton;** to approve Soap

Lake School District Fireworks Stand Permit based on Fire Chief Sheppard’s requirements. **Motion**

carried unanimously.

G. Soap Lake Chamber of Commerce - Fireworks Permit - **M / Tweedy, S / Still;** to approve Soap Lake

Chamber of Commerce Fireworks Permit based on Fire Chief Sheppard’s requirements.

Motion

carried. Wellein, Glassco, Still, Sanderson, Rushton and Tweedy for. Tramayne against.

H. Soap Lake Chamber of Commerce - Suds n Sun - Special Event Permit Application - **M / Rushton,**

S / Sanderson; to approve the Soap Lake Chamber of Commerce - Suds n Sun - Special Event

Permit Application. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy - One new single family residence permit, two final inspections and three interim inspections. Talking to builders and they are having difficulty finding lots to build on. Land available, but not for sale. May need to expand Urban Growth Area.

Chief Cox - Marshall Signs finished the Soap Lake Police Department signs for the new PD building.

Chief Cox will be gone July 4th through July 8th. Cox acquired three projectors that will be available for council meetings if needed. Also acquired 16 new desktop computers and 16 new laptops. PD is above 800 Case Reports so far this year. Soap Lake seems to be setting a trend. Several Cities have stopped by and asked to check out our Security Camera System. Thursday, June 7th is Chief for a Day. 1:00 at Walmart, 2:00pm at the Courthouse. Cox encouraged Council and public to attend.

Chief Sheppard -Busy Season. Fire Friday - B.5 - Six miles east and six miles north and south and did not lose a single building. Received help from surrounding districts. Have four business fire inspections left to do. Two gas stations, one church, and the coffee shop. An independent agency tested all the districts equipment last week. Only a couple minor repairs needed. Three volunteers from Fire District 7 are about to become National Certified Firefighters. 38 calls since last meeting Chief attended. Not all in the City. 9 EMS calls in the City. An arson fire across from Hi Co Gas Station. Chief Sheppard will be away June 17th through June 26th to the Combat Veterans Motorcycle Association National Meeting in El Paso, Texas.

COMMENTS

Councilmember Glassco would like to challenge staff to a game of soccer with Council.

EXECUTIVE SESSION

In Executive Session at 7:23pm - Litigation/Pending Litigation - for 15 minutes

Out of Executive Session at 7:40pm

ADJOURNMENT

M / Sanderson, S / Tweedy; to adjourn at 7:45pm **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy, Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 20, 2018

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, Tweedy, Glassco, and Rushton

City Staff Members Present: City Attorney Kenison, City Planner Piercy, Finance Director Hand, Police Chief Cox

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - June 6, 2018

Claims EFTs & Claims #18371 - 18483 in the amount of \$43,538.06

Treasurer's Reports

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF STANDING COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. An Ordinance of the City of Soap Lake, Washington, Establishing a Biennial Budget Process

Beginning January 1, 2019, for the 2019-2020 Budget Biennium

➤ **NEW BUSINESS**

A. Grant County Tourism Commission - Bill Burke

B. 2018 Street Improvements

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

Disposal Thereof

D. Request for Limited Sales

E. Request to Donate to Granter Police Department

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1267; NEXT RESOLUTION #893**

➤ **COMMENTS**

➤ **ADJOURNMENT**

M/Rushton, S/Sanderson to excuse council members Tramayne, Wellein, and Still. Motion carried unanimously.

CONSENT AGENDA

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

MAYOR'S MESSAGE

The Hydro Races were a success. Unfortunately, no new records were set due to the windy conditions. The Centennial Committee has a successful sales booth. KNBU from Tri-Cities was at the event on Sunday. The drivers and their families are encouraged to not provision before the race. Instead, they are encouraged to purchase all they need from local businesses to thank them for supporting the races.

REPORT OF STANDING COMMITTEES

Centennial Committee - Kayleen Bryson. Many contacts were made at the races for resources for local history. The committee is discussing possible activities for the year, working on a website, and will be in the Suds & Sun parade on July 7th. It was suggested that a banner be placed across the highway announcing the City's 100th anniversary.

Disaster Committee - Harold Ross. The next meeting will be in July. The committee is working on an alert system. The committee was not notified during the recent fire because it was not in the city limits, nor was the city threatened. The final goal is to have a written and fully implemented plan.

PUBLIC COMMENT

Marsha Neihart 419 W Main Ave - The Notaras Lodge signs are being covered up by the new business owners. If anyone is interested in the old signs, contact the owners. She suggested purchasing cross-walk flags for crossing the highway through town.

OLD BUSINESS

A. An Ordinance of the City of Soap Lake, Washington, Establishing a Biennial Budget Process Beginning January 1, 2019, for the 2019-2020 Budget Biennium - **M/Sanderson, S/Tweedy** to approve Ordinance 2017-1266 establishing a Biennial Budget Process for City of Soap Lake. **Motion carried unanimously.**

NEW BUSINESS

A. Grant County Tourism Commission - Bill Burke & Bev Shuford. Showed photos of kiosks throughout the county. Would like to place one in Soap Lake. Councilmember Glassco suggested working with the Park Committee to see if one could be placed within the updated park. Several other options were discussed. It was suggested that Mr. Burke attend a Park Committee meeting.

B. 2018 Street Improvements - Mayor Gravelle reported that only one bid for the project was received. The bid came in over budget. Gray & Osborne is working to bring the bid into budget parameters. They are also looking at TIB funding to assist.

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

Thereof - **M/Rushton, S/Tweedy** to approve Resolution 2018-892 declaring certain personal property surplus and authorizing the sale and/or disposal thereof. **Motion carried unanimously.**

D. Request for Limited Sales - **M/Sanderson, S/Glassco** to approve the limited sale of the 2009 Crown Victoria to Huntleigh USA and the sale of the 2010 Dodge Charger to Grainger PD. **Motion carried unanimously.**

E. Request to Donate to Granger Police Department - **M/Sanderson, S/Tweedy**, to approve the donation of printers to Grainger Police Department. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

Planner Piercy - Lakeside Cottage project is moving forward. Suggested the city use this project as a design standard to preserve streets, especially if the pavement is less than five years old. An ordinance for the new zoning rules and a plan update resolution will be ready for the July meeting. Please forward any comment to him by July 10, 2018.

Finance Director Hand - presented a spreadsheet showing the financial status of the city's projects. Public Works rec'd the new street sweeper. Will be conferencing with BIAS about the asset program this week.

Police Chief Cox - No calls were received during the Hydro Races. Suggested the council set up a policy regarding campground overflow and length of time the outside area can be used. The city command vehicle was used during the recent fire. This event highlighted some needed equipment upgrades our vehicle needs. Working on setting up new email accounts for council and staff. Officer Nulph has returned from training at Smith & Wesson. He is now trained to repair the city's firearms. Reminded citizens that camping is not allowed at the Boy Scout camp. Only Boy Scout troops are permitted. He is working on an interlocal agreement with other agencies for the use of the command post.

COMMENTS

Councilmember Glassco asked about having the county road crew to chip seal some of the city streets since they are in the area.

Councilmember Sanderson stated that no meeting for the Chamber of Commerce on July 21, 2018. The meeting will be held next week.

ADJOURNMENT

M/Rushton, S/Tweedy; to adjourn at 7:40 pm Motion carried unanimously.

Raymond Gravelle, Mayor

Karen S. Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 18, 2018

CALL TO ORDER

Mayor Pro-Tem Glassco called the regular council meeting to order at 5:30 pm and led the Pledge of Allegiance.

ROLL CALL

Council members present: Tweedy, Wellein, Still, and Rushton

M/Rushton, S/Still to excuse Judith Tramayne, Kat Sanderson, and Mayor Gravelle **Motion carried unanimously.**

City Staff Members Present: City Attorney Kenison, City Planner Piercy, Finance Director Hand, Police Chief Cox, Fire Chief Shepard

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - June 20, 2018

Claims EFTs & Claims #18484 - 18556 in the amount of \$235,220.19

Payroll EFTs & Claims #25576 - 25592 in the amount of \$106,802.88

Treasurer's Reports

2nd Quarter Financials

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF STANDING COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Gray & Osborne - USDA RD Loan Application

B. Resolution 2018-893 - Authorization for Mayor to sign application docs for USDA RD Loan

C. 2018 Street Improvements

D. Water System Telemetry Review

➤ **NEW BUSINESS**

A. Providence Engineering Service Contract

B. Signs for Paul Lauzier Community Park - Donation - William Marshall

C. Soap Lake Chamber of Commerce - Fireworks Show

D. An Ordinance of the City of Soap Lake, Washington, Amending Chapter 10.32 "Parking" of the Soap Lake Municipal Code to Add Three New Sections 10.32.050 Titled "Parking in a Fire Lane - Restrictions and Penalties"; 10.32.060 Titled "Wrong Way Parking"; and 10.32.070 Titled "Driving on Sidewalk Prohibited - Exception"

E. An Ordinance Amending Chapter 8.36 of the Soap Lake Municipal Code Titled "Residential Vehicle Storage"

F. 310 2nd Ave SE - Summers

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1269; NEXT RESOLUTION #894**

➤ **COMMENTS**

➤ **ADJOURNMENT**

CONSENT AGENDA

M/Rushton, S/Tweedy to accept the consent agenda. **Motion carried unanimously.**

MAYOR'S MESSAGE

Mayor Pro-Tem, John Glassco reported Mayor Gravelle was out of town for a family emergency. He spoke about Association of Washington Cities and opened the meeting up to council members for comments about the recent AWC conference. Council member Still spoke about ideas she received for empty buildings and lots. She will check into some of the ideas for later council consideration. Council member Wellein noted the Soap Lake has the highest rate of volunteerism of the cities that attended the conference. Council member Tweedy spoke about understanding the responsibilities of being a council member.

M/Tweedy, S/Still to require all department heads to attend all council meetings. **Motion carried 4 - 1, Wellein, Tweedy, Glassco, Still for; Rushton against.**

REPORT OF STANDING COMMITTEES

Parks - Mona Kaiser stated Lauzier Park is almost finished. A grant application has been sent to RCO for the basketball court.

Lake Liaison - Judith Gorman reported the committee voted to meet on the 2nd Monday of each month at 4 pm at the Soap Lake Senior Center. She encouraged council members to nominate someone to represent city council. **M/Rushton, S/Still** to appoint Dave Tweedy to the represent the city at the Lake Liaison meetings. **Motion carried unanimously.** Ms. Gorman reported the committee is continuing to research the ecology of the lake health and eco system.

PUBLIC COMMENT

Judith Gorman - 207 Ginkgo N - Wanted to bring the following items to the attention of council and the public: 1 - Senior Center has a nice, cool atmosphere. The center is open 11 am to 4 pm Sunday through Thursday. It is a nice place to meet and get out of the heat. The center can also assist with meals on a limited basis. Call if you need assistance. Lunch is Monday through Wednesday for \$6 and Sunday for \$7. 2 - The Public Hospital District Foundation has been reestablished as a 501(c)3. Please consider them when making donations. The board will be having a community outreach meeting on September 15, 2018. Please contact Ms. Gorman or Council member Wellein for more information.

OLD BUSINESS

A: Gray & Osborne - USDA RD Loan Application - Nancy Wetch from Gray & Osborne spoke about the requirements to hold this public meeting for the loan application. Water improvements include: new meters, fire hydrants, and lines. Sewer improvements include: video of remaining sewer lines, gravity sewers. Both projects are anticipated to total \$8.7 million. RD may have funding available as soon as the end of the year.

B: Gray & Osborne - Resolution 2018-893 - **M/Rushton, S/Wellein** to authorize the Mayor to sign application documents for the USDA RD Loan. **Motion Carried Unanimously.**

C: 2018 Street Improvements - Only one bid was received for the project. Gray & Osborne will be splitting the project into two projects in hopes of aligning the projects with the available funds. TIB has informed Gray & Osborne that no more funding is available for the projects. **M/Tweedy, S/Still** to reject the bid received for the 2018 Streets Project. **Motion carried unanimously.**

D: Water System Telemetry Review - Nancy Wetch of Gray & Osborne reported on their recommendations for future equipment costs. She suggested the city purchase \$6,000 worth of radio equipment toward the end of 2018 as the system is already becoming obsolete.

NEW BUSINESS

A: Providence Engineering Service Contract - **M/Still, S/Wellein** to ratify the contract signed by Mayor Gravelle for AED equipment servicing. **Motion carried unanimously.**

B: Signs for Paul Lauzier Community Park - Donation - Mona Kaiser reported William Marshall of Marshall signs will donate money for signs for informing the public to be cautious when driving in the area of Lauzier Park. Police Chief Cox reported he is working on a Park Zone Ordinance. He will have it to the attorney within the week.

C: Soap Lake Chamber of Commerce - Fireworks Show - Melanie Beck reported the Suds and Sun fireworks show was canceled due to windy conditions. She shared the thoughts of the Chamber and recommendations on when to hold the fireworks show. The Chamber has paid \$3,000 to the company for the show. The contract stipulates full payment, even if canceled. The company is willing to come back during Winterfest to complete the contract. By consensus, council members agreed with having the show at Winterfest.

D: An Ordinance of the City of Soap Lake, Washington, Amending Chapter 10.32 Parking - **M/Tweedy, S/Wellein** to approve City Ordinance 2018-1267 amending City of Soap Lake Municipal Code Chapter 10.32. **Motion carried unanimously.**

E: An Ordinance Amending Chapter 8.36 of the Soap Lake Municipal Code Titled "Residential Vehicle Storage" - **M/Tweedy, S/Wellein** to approve City Ordinance 2108-1268 amending City of Soap Lake Municipal Code Chapter 8.36. **Motion carried unanimously.**

F: 310 2nd Ave SE - Summers - Chief Cox reported all occupants have been evicted from this location. The owners are in the process of finalizing the evictions and plan to remodel the home, so it can be rented. Planner Piercy noted the city has the option of the abatement process for unkempt buildings.

REPORT OF CITY OFFICERS

Chief Cox - He is currently out on sick leave due to appendix surgery. Two officers will be covering the city while he is out. He reported on the shooting at Gas n Go. All involved have been arrested. City officers have answered over 1,000 calls this year. He is working with a resident for a volunteer code enforcement officer. A Civil Service Committee member has resigned due to moving out of Soap Lake. Mayor Gravelle is working on finding a replacement.

Planner Piercy - He has been working with City Hall staff to compile a list of properties to be inspected. Owners will be notified this fall of required inspections and have the

opportunity to hire an outside inspector or have Planner Piercy do the inspection. After a quiet month or so, this week has seen an influx of five building permits. Sophia's is working on their permits. Council asked about the home on 3rd Place SE. Planner Piercy noted that the permit expires after 6 months if no progress is being made. He will check with the owners of the property.

Fire Chief Shepard - 310 3rd Ave SE is considered an abandoned building. He noted Fred Slough is allowing dumping of yard debris and garbage on his property at Fern and 4th. He also noted that the Slough property at 26 Division needs cleaned up. The old antique store next to the food bank is slowly being cleaned up. The department will not seek charges at this time. Chief Shepard reported on the garbage left at the beach from the public setting off fireworks. One dumpster was set on fire by fireworks. The fire department answered 40 calls in June and 34 calls, so far, in July, plus the two wildfires near town. The wildfires were determined to have been caused by someone shooting at rocks. Chief Shepard thanked the community for the help and support during the wildfires. He reported that firefighters considered the City of Soap Lake assistance one of the best they have dealt with. The two fires totaled 4,000 acres with only one outbuilding lost.

Finance Director Hand - Presented the monthly Grant/Loan spreadsheet. Finance Director Hand reported on the status of the City Hall building project. It will go out to bid later this year or early next year. The first call to bid didn't receive any response. Staff has been working with Andy Kovach on the new design.

COMMENTS

Council member Rushton - asked about the trees on 6th Street. The owners are getting bids to handle the situation.

ADJOURNMENT

M/Wellein, S/Rushton; to adjourn at 7:13 pm Motion carried unanimously.

John Glassco, Mayor Pro-Tem

Karen S. Hand, Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 15, 2018

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, Rushton, Sanderson, Still, Tweedy, & Glassco

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

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes - July 18, 2018

Claims EFTs & Claims #18557 - 18615 in the amount of \$152,476.63

Payroll EFTs & Claims #25593 - 25601 in the amount of \$ 42,982.72

Treasurer's Reports

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

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF STANDING COMMITTEES**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. City Hall four/five-day work week

➤ **NEW BUSINESS**

A. Award Construction Contract for Complete Streets Sidewalk Improvements

B. Amendment No 16 - Street Sweeping Plan

C. Amendment No. 17 - Water and Sewer Phase II Improvements Design

D. Consultant Supplemental Agreement for Construction Administration of Complete Streets Sidewalk Improvements Project

E. An Ordinance Amending Soap Lake Municipal Code Title 10 "Vehicles and Traffic", to Add a New Chapter 10.40 Titled "Operation of Golf Carts"

F. An Ordinance Amending Soap Lake Municipal Code Title 10, Vehicles and Traffic", to add a New Chapter 10.38 of the Soap Lake Municipal Code Titled "Impoundment of Vehicles Driven by Drivers with Suspended Licenses or Driving Under the Influence"

G. An Ordinance Amending Soap Lake Municipal Code Section 1.30.030 Titled "Declaration of Public Nuisance"

H. 3rd Annual Cannabis Kickball Cup - Special Event Permit Application

I. Council Position #6

➤ **EXECUTIVE SESSION - Council Position #6**

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1269; NEXT RESOLUTION #894**

➤ **COMMENTS**

➤ **ADJOURNMENT**

CONSENT AGENDA

M/Rushton, S/ Still; to accept the consent agenda. **Rushton, Still, Tweedy, & Sanderson For. Glassco and Wellein Against. Motion carried**

M / Glassco, S / Wellein; to remove New Business I from the Agenda. **Glassco, Tweedy, and Wellein For. Rushton, Still, and Sanderson Against. Mayor Against. Motion failed.**

MAYOR'S MESSAGE

Mayor Gravelle asked Council to set a date for a Budget Retreat. Date set: Thursday, August 30, 2018 at 9:00am at Cloudview Kitchen.

Construction of Sewer Replacement is wrapping up. Paving on Main. Should be completed by the end of next week.

Mayor in Olympia yesterday with Bob Droll, for a presentation to Rural Development for funding. Presentation went well.

Reminder to Council to set up new City e-mail accounts. Paperless by next month.

Association of Grant County Cities & Towns Dinner & Meeting; Wednesday, August 29, 2018 at 6:00pm at the Coulee Dam Town Hall

The property owner has given permission to the City to have the KIOSK located on the NW corner of Main and Daisy.

REPORT OF STANDING COMMITTEES

Disaster Planning Committee - Harold Ross shared the minutes from the July 10, 2018 meeting.

Lake Liaison Committee - LLC meets the 2nd Monday of each month at 4:00pm at the Soap Lake Senior Center. Latest discussion: Shoreline, Mineral Water Preservation, Lake Study, Soap Lake Mineral Water Municipal Codes.

Centennial Committee - Kayleen Bryson discussed ideas for the celebration. June 9, 2019. Website, Facebook, Master Calendar. Ideas to be in by Monday, October 1, 2018.

McKay Foundation - Harold Ross shared the minutes from their August 8, 2018 meeting. Their Community Outreach Committee will have a venue at the Soap Lake Senior Center, September 15, 2018 from 10:00am to 12:00.

PUBLIC COMMENT

Gary Krause - 423 2nd Ave NE #3 - discussed patrons with a pier, sailboats, hoover craft. Gentlemen from San Diego coming to talk. Would like request for proposals for marketing for 2019.

John - 430 1st Ave NE - discussed marketing, travel industry, and Soap Lake being a stopping point.

Millie Little - 510 5th Ave - Soap Lake Senior Center needs extensive repairs. They have not heard back from the letter they wrote. Beaches were full of people this last weekend.

OLD BUSINESS

- A. City Hall four/five-day work week - Discussion ensued. **M / Still, S / Rushton;** to table Old Business Item A until we have a full Council. Discussion ensued. **Still and Rushton withdrew Motion and Second. M / Still, S / Rushton;** to have City Hall open five days a week. **Motion carried unanimously.**

NEW BUSINESS

- A. Award Construction Contract for Complete Streets Sidewalk Improvements - **M / Glassco, S / Wellein;** to award the Complete Streets Sidewalk Improvements Project to Moreno & Nelson Construction Corp. **Motion carried unanimously.**
- B. Amendment No. 16 - Street Sweeping Plan - **M / Rushton, S / Glassco;** to approve Amendment No. 16 with Gray & Osborne for a Street Sweeping Plan. **Motion carried unanimously.**
- C. Amendment No. 17 - Water and Sewer Phase 11 Improvements Design - **M / Rushton, S / Tweedy;** to approve Amendment No. 17 with Gray & Osborne for the design of the Water and Sewer Improvements (Phase II) Project. **Motion carried unanimously.**
- D. Consultant Supplemental Agreement for Construction Administration of Complete Streets Sidewalk Improvements Project - **M / Sanderson, S / Rushton;** to approve the Consultant Supplemental Agreement for Construction Administration of Complete Streets Sidewalk Improvements Project. **Motion carried unanimously.**
- E. An Ordinance Amending Soap Lake Municipal Code Title 10, "Vehicles and Traffic ", to Add a New Chapter 10.40 Titled "Operation of Golf Carts" - **M / Sanderson, S / Tweedy;** to approve Ordinance No. 1269 - An Ordinance Amending Soap Lake Municipal Code Title 10, "Vehicles and Traffic", to add a New Chapter 10.40 Titled "Operation of Golf Carts". **Motion carried unanimously.**
- F. An Ordinance Amending Soap Lake Municipal Code Title 10, "Vehicles and Traffic, to add a New Chapter 10.38 of the Soap Lake Municipal Code Titled "Impoundment of Vehicles Driven by Drivers with Suspended Licenses or for Driving Under the Influence" - **M / Glassco, S / Wellein;** to approve Ordinance No. 1270 - An Ordinance Amending Soap Lake Municipal Code Title 10, "Vehicles and Traffic, to add a New Chapter 10.38 of the Soap Lake Municipal Code Titled "Impoundment of Vehicles Driven by Drivers with Suspended Licenses or for Driving Under the Influence". **Motion carried unanimously.**
- G. An Ordinance Amending Soap Lake Municipal Code Section 1.30.030 Titled "Declaration of Public Nuisance" - **M / Rushton, S / Tweedy;** to approve Ordinance No. 1271 - An Ordinance Amending Soap Lake Municipal Code Section 1.30.030 Titled "Declaration of Public Nuisance". **Motion carried unanimously.**
- H. 3rd Annual Cannabis Kickball Cup - Special Event Permit Application - **M / Sanderson, S / Tweedy;** to approve the 3rd Annual Cannabis Kickball Cup Special Event Permit Application. **Motion carried unanimously.**

- I. Council Position #6 - Five individuals submitted letters of interest for Council Position #6. Michelle Agliano, Bill Bratton, Samuel Palmer, Kandis Lair, and Alex Kovach. Lair withdrew her letter of interest. Each applicant spoke, and Council asked questions. Council to executive session to discuss qualifications. After executive session: **M / Glassco, S / Sanderson**; to appoint Alex Kovach to City of Soap Lake Council Position #6. **Motion carried unanimously.**

EXECUTIVE SESSION - Council Position #6

In Executive Session at 7:50pm for 15 minutes.

Out of Executive Session at 8:05pm

REPORT OF CITY OFFICERS

City Planner Piercy - New Marijuana Store is in Lakeview, not in City limits. Pizza restaurant has not met code. Did three final inspections last week on new home construction permits. Suggested a "Welcome Wagon" for people new to the City.

Mayor Gravelle swore in new Councilmember, Alex Kovach.

Finance Director Hand - General fund is holding its own. One payment made on in house loan. Next payment in August and last payment in October. Association of Washington Cities (AWC) Budget Conference is next week. Citizens have asked about crosswalk flags for crossing Daisy. Bring in Budget Books. Will be working on Biennial Budget.

Chief Ryan Cox - Training, medical, etc. causes overtime. Consider overtime when planning budget. Regarding crosswalk flags; there are grants available for flashing lights at crossings. Police Department has masks for the smoke, if needed. Held a USDA Award Ceremony for both new cars. Representative Newhouse had information on looking for more money. Multi Agency Communications Center (MACC) is raising rates to \$30.00 per call. 1200 calls so far this year. This opens us up to apply and qualify for more grants. School starts August 29th. Please Slow Down in School Zones! Two officers are applying with Grant County. Need to fill vacancy with lateral. Only have one reserve officer. Cox will be on leave the end of October for three to four weeks.

ADJOURNMENT

M/Rushton, S/Still; to adjourn at 8:40 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

SOAP LAKE CITY COUNCIL BUDGET WORKSHOP

TUESDAY, AUGUST 30, 2018 @ 9: A.M.

Meeting convened at 9:10 p.m.

In attendance: Mayor Gravelle; Council Members Dave Tweedy, John Glassco, Kat Sanderson, Deb Still, Steve Wellein, Alex Kovach; Police Chief Ryan Cox; Interim Finance Director Karen Dillon

Council discussed priorities, goals and objectives for 2019.

Meeting adjourned @ 2:10 p.m.

Raymond Gravelle, Mayor



Karen K. Dillon, Interim Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 5, 2018

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, Rushton, Sanderson, Still, Tweedy, Kovach & Glassco

City Staff Members Present: City Attorney Kenison, City Planner Piercy, Deputy Clerk Richardson, Police Chief Cox

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes – August 15, 2018
 - Claims EFTs & Claims #18616 -18654 in the amount of \$77,476.49
 - Payroll EFTs & Claims #25602 – 25628 in the amount of \$43,913.80
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. An Ordinance Creating Chapter 2.16 of the Soap Lake Municipal Code Titled "City Hall Office Hours".
- **NEW BUSINESS**
 - A. Gray and Osborne, Inc. – Advantage Dirt Contractors, Inc. – Sewer Replacement – Phase 1 – Change Order No. 1
 - B. Gray & Osborne, Inc. – Progress Estimate 2, Sewer Replacement – Phase 1
 - C. An Ordinance of the City of Soap Lake, Washington, Repealing Ordinance No. 1266 Adopting a Biennial Budget Process, Authorizing Reversion to the Provisions of Chapter 35A.33 RCW with Respect to the Preparation of a Budget for Fiscal Year 2019, and Fixing a Time when the Same Shall Become Effective
 - D. An Ordinance Creating a New Chapter 2.08 of the Soap Lake Municipal Code Titled "Bonds"
 - E. Approve Signature changes on Banner Bank Accounts
 - F. Illegal Dumping
 - G. Separation of City Clerk/City Treasurer
 - H. Enter into a Contract Agreement for Treasurer Functions
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1269; NEXT RESOLUTION #894**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

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

New Business

Add Item F. Illegal Dumping

Add Item G. Separation of City Clerk/City Treasurer position

Add Item H. Enter into a Contract Agreement for Treasurer Functions

MAYOR'S MESSAGE

The City applied for a \$225,000.00 Grant from RCO to relocate the ½ basketball court to a full basketball court at Smokiam Park. There were 91 applications in our category and the City came in 19th. We have a good chance of receiving funding.

Received bids for the two restrooms at Smokiam Park. \$30,000. The park committee will review and bring something to Council.

CDBG conducted an on-site review on the \$750,000.00 Sewer Project that just finalized.

Cleaning and Jetting of Sewers for Video started today in the south area of town. Door hangers notifying citizens, will be posted in the areas affected by the jetting. There may be splashes of water out of toilets, bathtubs, or sinks.

PUBLIC COMMENT

Gary Krause – 423 2nd Ave NE – Krause thinks the Lawns at the Parks look great, but feels the City needs to use a lawn edger to keep the grass from growing over the new sidewalks.

OLD BUSINESS

- A. **An Ordinance Creating Chapter 2.16 of the Soap Lake Municipal Code Titled “City Hall Office Hours”.** **M / Rushton, S / Tweedy;** to approve An Ordinance Creating Chapter 2.16 of the Soap Lake Municipal Code Titled “City Hall Office Hours”. **M / Rushton, S / Sanderson;** to postpone implementation of Ordinance until such time that City Hall reorganization is completed. **Motion carried unanimously.**

NEW BUSINESS

- A. **Gray & Osborne, Inc. – Advantage Dirt Contractors. Inc. – Sewer Replacement – Phase 1 – Change Order No. 1** – Nancy Wetch explained Change Order No. 1. **M / Glassco, S / Wellein;** to approve Sewer Replacement – Phase 1 – Change Order No. 1. **Motion carried.** **Wellein, Sanderson, Rushton, Kovach, Glassco and Still for. Tweedy against.**
- B. **Gray & Osborne, Inc. – Progress Estimate 2, Sewer Replacement – Phase 1** – Nancy Wetch presented Progress Estimate 2, Sewer Replacement – Phase 1. **M / Rushton, S / Still;** to approve Progress Estimate 2, Sewer Replacement – Phase 1. **Motion carried unanimously.**

- C. **An Ordinance of the City of Soap Lake, Washington, Repealing Ordinance No. 1266 Adopting a Biennial Budget Process, Authorizing Reversion to the Provisions of Chapter 35A.33 RCW with Respect to the Preparation of a Budget for Fiscal Year 2019 and Fixing a Time when the Same Shall Become Effective. M / Rushton, S / Still;** to Approve an Ordinance of the City of Soap Lake, Washington, Repealing Ordinance No. 1266 Adopting a Biennial Budget Process, Authorizing Reversion to the Provisions of Chapter 35A.33RCW with Respect to the Preparation of a Budget for Fiscal Year 2019 and Fixing a Time when the Same Shall Become Effective. **Motion carried unanimously.**
- D. **An Ordinance Creating a New Chapter 2.08 of the Soap Lake Municipal Code Titled “Bonds” – M / Glassco, S / Tweedy;** to approve an Ordinance Creating a New Chapter 2.08 of the Soap Lake Municipal Code Titled “Bonds” with \$50,000.00 Bond for each for City Clerk, Police Chief, and Treasurer. **Motion carried unanimously.**
- E. **Approve Signature changes on Banner Bank Accounts – M / Rushton, S / Still;** to approve removing Karen S. Hand and Katherine J. Sanderson from Soap Lake Transportation Benefit District Account at Banner Bank and adding John Glassco and Karen Dillon to the Transportation Benefit District Account at Banner Bank. To approve removing Karen S. Hand and Katherine J. Sanderson from the City of Soap Lake Accounts at Banner Bank and adding John Glassco and Karen Dillon to the City of Soap Lake Accounts at Banner Bank. **Motion carried unanimously.**
- F. **Illegal Dumping –** Councilmember Glassco expressed his concern about Iron Horse Vac Truck dumping waste at the City of Soap Lake Public Works Yard. City Planner Piercy asked if the pile of waste had erosion control, if it is covered, and if it complies with the City of Soap Lake Clearing and Grading Ordinance #1524. Mayor Gravelle to work with Gray & Osborne, Inc. on this issue.
- G. **Separation of City Clerk/City Treasurer position – M / Tweedy, S / Wellein;** to approve an Ordinance of the City of Soap Lake Repealing Chapter 2.14 Titled “City Finance Director” and Adopting a New Chapter 2.16 Titled “City Clerk and City Treasurer”. **Motion carried unanimously.**
- H. **Enter into a Contract Agreement for Treasurer functions –** Interim Finance Director, Karen Dillon discussed Jeff Ballentine’s credentials. He and his business are highly recommended. Discussion ensued. **M / Still, S / Sanderson;** to authorize the Mayor to execute a consultant agreement with Jeffrey Balentine, Belenus Solutions, LLC to provide City finance operations services, contingent on review and approval of the agreement by the City Attorney. **Motion carried unanimously.**

COMMENTS

Councilmember Wellein asked Council again about having a joint meeting with The City, McKay Healthcare, and Soap Lake School District. Council agreed. Wellein will prepare for meeting.

Councilmember Sanderson gave the Mayor an estimate for tree trimming at East Beach. Storwick Tree Care bid \$3,000.00 - \$3,500.00. Sanderson to get a second bid and bring to Council.

REPORT OF CITY OFFICERS

City Planner Piercy – Code violation in the mobile home park has been addressed and citizen is taking steps to comply.

There are currently two 4-plexes under construction in the City. Potential applicant today for another 4-plex.

Have received some inquiries about the Cottage Home Ordinance. Would like to put bullet points on website regarding the Ordinance. Also heard from a firm that builds Tiny Homes on wheels but could make modifications to fit our Ordinance.

Have received inquiries about septic tanks being allowed in the City.

Interim Finance Karen Dillon – Chrome Books for Councilmembers – 15 ½ "Chrome Books from Best Buy with 3-year warranty \$260.00 a unit.

Budget Meeting – Monday, September 17, 2018 at Cloudview Kitchen at 9:00am.

Police Chief Cox – The Vehicle involved in the shooting received damage just short of \$2,000.00 The City has a \$250.00 deductible.

Body camera server is back; all footage has been saved.

Plans have begun to improve and increase the size of the recycling center at public works.

Public Works and Code Enforcement will be trimming brush and trees that are hanging over City Right of Way. Washington Cities Insurance Authority has supplied a release form to be used.

The City does not have the ability to monitor dogs in our kennel. Grant County Sheriff's Office has agreed to pick up and transport dogs to Grant County Animal Outreach. We currently pay \$25.00 per dog. Cox to check on flat fee or per dog costs.

Cox gave council a heads up on the department applying for another USDA Grant for another police vehicle. If ordered before September 21, 2018 we can get a much better deal. Agenda Item for September 19th meeting.

City Code Enforcement made 10 contacts. Six warnings by Diaz and Six warnings by Ross. Viewed approx. 30 violations. Most of which were wrong way parking.

Home football games the next two Fridays! Support the Eagles!

Fire Chief Sheppard – 105 calls in two months (July and August). In August in the City there were 4 fires and 18 EMS calls.

Chief Sheppard has one business left in the City to inspect. The powder coating business has closed.


The District received a letter of appreciation from the Department of Natural Resources Type 3 Overhead Team.


The Chief and District have been working with the Soap Lake Disaster Preparedness Committee and have created signs for citizens to place on the front door or in their window. Red on one side saying, "Need Help" and Green on the other side saying "OK". Signs also have pertinent information. A letter has been translated in both Ukrainian and Russian explaining the process.

Training continues for Hazmat Materials, Awareness and Operations and National Accredited Fire Fighter certificates.

ADJOURNMENT

M / Sanderson, S /Glassco; to adjourn at 7:10pm. Motion carried unanimously.


Raymond Gravelle, Mayor


Anita Richardson, Deputy Clerk

SOAP LAKE CITY COUNCIL BUDGET WORKSHOP

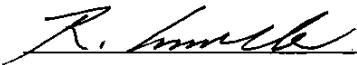
TUESDAY, SEPTEMBER 17, 2018 @ 9: A.M.

Meeting convened at 9:00 a.m.

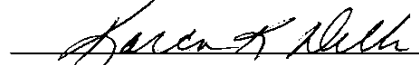
In attendance: Mayor Gravelle; Council Members Dave Tweedy, JoAnn Rushton, Deb Still, Steve Wellein, Alex Kovach; Police Chief Ryan Cox; Public Works Superintendent Darrin Fronsman; Interim Finance Director Karen Dillon

Council discussed priorities, goals, challenges and objectives for 2019.

Meeting adjourned @ 1:00 p.m.



Raymond Gravelle, Mayor



Karen K. Dillon, Interim Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 19, 2018

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, Rushton, Sanderson, Still, Tweedy, Kovach & Glassco

City Staff Members Present: City Attorney Kenison, City Planner Piercy, Deputy Clerk Richardson, Police Chief Cox

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes – September 5, 2018
 - Claims EFTs & Claims #18655 - 18696 in the amount of \$82,582.17
 - Payroll EFTs & Claims #25632 - 25638 in the amount of \$40,701.47
 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Police Department Vehicle – USDA Grant
- **NEW BUSINESS**
 - A. An Ordinance of the City of Soap Lake, Washington Approving the Indirect Change in Control of Northland Cable Television, Inc. Under the Cable Television Franchise with Conditions and Establishing an Effective Date
 - B. City of Soap Lake – Policy of Non-Discrimination
 - C. 2019 Association of Washington Cities (AWC) membership fees
 - D. Fall Community Clean Up
 - E. Soap Lake Improvement Crew (SLIC)
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1269; NEXT RESOLUTION #894**
- **COMMENTS**
- **ADJOURNMENT**

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

CONSENT AGENDA

M / Tweedy, S / Sanderson; to accept the consent agenda without the Treasurer's Report.
Motion carried unanimously.

MAYOR'S MESSAGE

Mayor Gravelle recognized Council member Debra Still for receiving the Association of Washington Cities (AWC) Certificate of Municipal Leadership (CML). To receive the Certificate of Municipal Leadership, you must earn 30 CML credits and attend at least one workshop. Mayor Gravelle asked if any other council members had received their certificate.

The City's application for a Community Development Block Grant (CDBG) for 2018 Water Line Replacement was not selected. They felt the City has enough funds coming from other sources.

The Department of Ecology has approved our Sewer Replacement Project.

Progressing with City Clerk Job Description.

Mayor met with Safe Route to School representatives regarding flashing crossing lights on Hwy 17.

REPORTS OF STANDING COMMITTEES

Park Committee – Trudy Black shared the design for the Information KIOSK at Paul Lauzier Community Park.

REPORTS OF SPECIAL COMMITTEES

Winterfest Committee – Kayleen Bryson – Next meeting: Thursday September 27th at 6:00pm at the Soap Lake Middle School Conference Room.

Centennial Meeting – Kayleen Bryson – Add Centennial Committee to the October 3, 2018 Council Meeting Agenda.

PUBLIC COMMENT

Gary Krause – 423 2nd Ave NE #3 – "There's no Place Like Home" Looking forward to what's happening.

David Hoffman – 715 Main Ave W – Dave is working with the Soap Lake High School Centennial Committee and they are wanting to paint Blue Eagle Claws every 10 feet on Division from Hwy 17 to the Schools. Will bring more information to Council.

Principal Jacob Bang – 242 J St. SE, Ephrata – One month in to the School Year. Enrollment is up in both Elementary and Middle/High School. Homecoming is the last Friday in October, the 26th. Fun events, last home, game, Senior night. The School currently has open teaching positions.

OLD BUSINESS

- A. Police Department Vehicle – USDA Grant – Elected to not pursue USDA grant.

NEW BUSINESS

- A. Amy McGuffin – Happy Valley Enterprises – Marketing update – Amy gave a PowerPoint presentation of 2018 Marketing Review.
- B. An Ordinance of the City of Soap Lake, Washington Approving the Indirect Change in Control of Northland Cable Television, Inc. Under the Cable Television Franchise with Conditions and Establishing an Effective Date – **M / Sanderson, S / Glassco**; to Authorize the Mayor to sign Ordinance 2018 – 1276 as presented. **Motion carried unanimously.**
- C. City of Soap Lake – Policy of Non-Discrimination – **M / Glassco, S / Sanderson**; to approve Policy of Non-Discrimination, Attachment 10-F. **Motion carried unanimously.**
- D. 2019 Association of Washington Cities (AWC) membership fees – **M / Tweedy, S / Wellein**; to approve 2019 Association of Washington Cities (AWC) membership fees in the amount of \$852.00. **Motion carried unanimously.**
- E. Approve Signature changes on Banner Bank Accounts – **M / Wellein, S / Still**; to remove Karen S Hand, Finance Director and Katherine J. Sanderson, former Mayor Pro Tem from all City of Soap Lake accounts and to add Debra Still, Steve Wellein, David Tweedy and Karen Dillon, Interim Finance Director to all City of Soap Lake accounts. Also, to remove Karen S. Hand, Finance Director and Katherine J. Sanderson, former Mayor Pro Tem from all Soap Lake Transportation Benefit District accounts and to add Debra Still, Steve Wellein, David Tweedy and Karen Dillon, Interim Finance Director, to all Soap Lake Transportation District accounts. **Motion carried unanimously.**
- F. Fall Community Clean Up – Discussion ensued. Decision to have Fall Community Clean Up the whole month of November, with containers at both the Public works yard and across from the Senior Center in the parking lot.
- G. Soap Lake Improvement Crew – Judith Tramayne submitted a proposal for a Soap Lake Improvement Crew Committee. Tramayne would act as the volunteer coordinator. Council has no objections to this committee. A committee form to be brought back to Council.

REPORT OF CITY OFFICERS

City Planner Piercy – Piercy following up on two street light placements that were approved but did not happen (Gladiola and Eastlake). Another letter has been sent to the Grant County PUD and Piercy will follow up until lights are installed. Busy with building permit inspections.

Police Chief Cox –Code Enforcement – Contacts made, or letters sent to owners of 28 empty lots and 17 residential properties. Received approval from Samis to tag six or seven cars on Samis property.

Cox discussed leasing vehicles. Will add to next agenda.

COMMENTS

Councilmember Sanderson discussed bids for tree pruning at West Beach. Discussion ensued as to whether there is money this year or if we should wait until next years budget.

Councilmember Glassco would like to add Soap Lake Mineral Water Ordinance to the next agenda.

ADJOURNMENT

M / Sanderson, S /Tweedy; to adjourn at 7:32pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor



Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 3, 2018

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, Rushton, Sanderson, Still, Tweedy, Kovach & Glassco

City Staff Members Present: City Attorney Kenison, Deputy Clerk Richardson, Interim Finance Director Dillon, Police Chief Cox, Fire Chief Sheppard

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes – September 19, 2018
 - Council Budget Workshop Minutes – September 28, 2018
 - Claims EFTs & Claims #18698 – 18737 in the amount of \$653,147.81
 - Payroll EFTs & Claims #25639 – 25648 in the amount of \$ 39,485.14
- **MAYOR'S MESSAGE**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Approval of City Clerk Job Description and Salary range
 - B. Soap Lake Mineral Water Ordinance
 - C. Soap Lake Improvement Crew Committee (SLIC)
 - D. City Hall Remodel
 - E. Centennial Committee
 - F. Banner Bank Bond Increase
- **NEW BUSINESS**
 - A. Police Department Vehicle Leasing
 - B. Public Works Vehicle Leasing
 - C. An Ordinance of the City of Soap Lake Amending Sections 1.30.030, 1.30.120, 1.30.130, and 1.30.140 of Chapter 1.30 of the Soap Lake Municipal Code Titled "Civil Code Enforcement" and Creating a New Section 1.30.125 Titled "Administrative Notice and Order Hearing Examiner Appeal"
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1278; NEXT RESOLUTION #896**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

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

Mayor requests item be added to Old Business: Item F. Banner Bank Bond Increase. **M / Rushton, S / Sanderson**; to add Item F. Banner Bank Bond Increase to Old Business. **Motion carried unanimously.**

MAYOR'S MESSAGE

Budget workshop Thursday 18th at 12:00 (Noon).

Mayor read a letter addressed to Mayor and Councilmembers from Moses Lake Mayor, Karen Liebrecht. The letter was regarding cryptocurrency issues facing our county. On behalf of The Association of Grant County Cities & Towns, Mayor Liebrecht is extending an invitation to join them on this issue and to bring collaborative concerns to the County Commissioners at a public meeting.

Senator Brad Hawkins stopped in Soap Lake on his listening tour. Mayor Gravelle read a Thank you note from Senator Hawkins.

Memo of Agreement - Master Gardener, Mona Kaiser has stepped down and Master Gardener, Mark Amara would like to maintain the relationship with Master Gardeners in Soap Lake.

Marshall Signs is working on Paul Lauzier Community Park KIOSK. Excavation work has started on Sidewalk Project.

City Hall Remodel – Dave Babak to start removing material from City Hall. A garbage container will be placed in front of City Hall and storage containers will be placed behind.

Council meetings at Senior Center, or Soap Lake Natural Spa and Resort has offered Banquet Room at no charge. Council chooses Banquet Room.

REPORTS OF SPECIAL COMMITTEES

LLC – Judith Gorman – Committee requests the City Council take immediate action regarding what appears to be unpermitted Shoreline Construction activity by two separate parties: 1) a fence, and 2) out of compliance excavation. They request 1) an update at this meeting by Darryl Piercy, of enforcement action taken, and if none or uncompleted action has been taken to date, we request immediate action by the code enforcement officer based on current ordinance/codes. Darryl Piercy not in attendance. Next meeting October 8th at 4:00 at the Senior Center. Committee needs an update from Darryl Piercy by the October 8th meeting.

Centennial Committee – Kayleen – Only two months until Winterfest. Centennial meeting Monday October 8th at 6:00 pm in the Soap Lake Elementary Conference Room.

PUBLIC COMMENT

Nels Borg – 614 Main Ave E – Lava Link's Golf Course is being vandalized. Four of the casings for the holes are out of the ground and two are missing.

Nell Kovach – 913 3rd Ave NW – Nell discussed the Coulee Corridor KIOSK. It has gone out to bid. The bid opening will be October 18. Contract awarded by State Parks on October 25th. Construction to begin November 12 in five locations (Grand Coulee, Coulee City, Soap Lake, Warden, and Othello not necessarily in that order). Construction physically complete January 9, 2019.

Dave Hoffman – 715 Main Ave W – Soap Lake School Centennial Committee – Will be painting 100 Eagle Feet from the intersection of Hwy 17 to 2nd Ave then left on 2nd Ave all the way to the school.

Judith Gorman – 202 N Ginkgo – Excited about everything that is going on. Surprised the Council did not vote to meet at the Senior/Community Center.

OLD BUSINESS

- A. Approval of City Clerk Job Description and Salary range – **M / Tweedy, S / Kovach**; to leave City Hall positions at 32 hours a week. **Motion carried unanimously. M / Rushton, S / Still**; to approve City Clerk Job Description. **Motion carried unanimously.**
- B. Soap Lake Mineral Water Ordinance – Discussion ensued. Kirk Youngers with Wire 2 Water is to check out current mineral water customer’s connections to determine what size meters can be installed and to create bid specs for the process.
- C. Soap Lake Improvement Committee – Discussion ensued. Council decided if citizens want to form a group to help clean up Soap Lake, it does not have to be a formal City Committee.
- D. City Hall Remodel – Discussed in Mayor’s message.
- E. Centennial Committee – Kayleen Bryson discussed budget request for Centennial Committee.
- F. Banner Bank Bond Increase – Mayor Gravelle informed Council the Banner Bank Bond has been increased by \$500,000.00. Banner Bank also extended the draw period to October 15, 2019. There is approximately \$130,000.00 remaining to draw on the original bond. Treasurer, Jeff Ballentine has suggested the City should only use another \$200,000.00 including the \$130,000.00 to renovate and remodel City Hall.

NEW BUSINESS

- A. Police Department Vehicle Leasing – Chief Cox explained Lease Purchase Agreement. **M / Glassco, S / Tweedy**; to approve First Government Lease Co. Lease Purchase Agreement for two 2016 Dodge Chargers in the amount of \$70,000.00 plus interest of \$18,480.00. For a total of \$88,480.00. **Motion carried unanimously.**
- B. Public Works Vehicle Leasing – **M / Tweedy, S / Sanderson**; to approve Lease Purchase Agreement for three trucks in the amount of \$139,960.59 plus interest of \$49,266.12.

For a total of \$189,226.71. **Motion carried. Kovach, Glassco, Tweedy, Sanderson, Rushton, and Still For. Wellein Against.**

- C. An Ordinance of the City of Soap Lake Amending Sections 1.30.030, 1.30.120, 1.30.130, and 1.30.140 of Chapter 1.30 of the Soap Lake Municipal Code Titled “Civil Code Enforcement” and Creating a New Section 1.30.125 Titled “Administrative Notice and Order-Hearing Examiner Appeal” – **M / Sanderson, S / Tweedy;** to approve An Ordinance of the City of Soap Lake Amending Sections 1.30.030, 1.30.120, 1.30.130, and 1.30.140 of Chapter 1.30 of the Soap Lake Municipal Code Titled “Civil Code Enforcement” and Creating a New Section 1.30.125 Titled “Administrative Notice and Order-Hearing Examiner Appeal”. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

Fire Chief Sheppard – 13 calls in City. 9 EMS, 2 outside Fires, 1 water rescue, and 1 fire alarm. Department working on funding for water at the Blue Lake Station. Firefighters still working on National Certification. Chief Sheppard acquired numerous pieces of equipment for very little cost, including wildfire packs.

Code Enforcement – Harold Ross gave a detailed report on Code Enforcement.

COMMENTS

City Attorney Kenison –. An Opinion of The United States Court of Appeals for the Ninth Circuit filed this week stated, “Prosecuting homeless people for sleeping on the streets when there is no shelter available is a form of cruel and unusual punishment that violates the Constitution”. “A municipality cannot criminalize such behavior consistently with the Eighth Amendment when no sleeping space is practically available in any shelter.” “As long as there is no option of sleeping indoors, the government cannot criminalize indigent, homeless people for sleeping outdoors, on public property, on the false premise they had a choice in the matter.” This also includes people sleeping in their cars.

No mandate currently for homeless shelters.

ADJOURNMENT

M / Rushton, S / Tweedy; to adjourn at 8:15 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 17, 2018

CALL TO ORDER

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

ROLL CALL

Council members present: Wellein, Rushton, Sanderson, Still, Tweedy, Kovach & Glassco

City Staff Members Present: City Attorney Kenison, Deputy Clerk Richardson, Interim Finance Director Dillon and City Planner Piercy

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes – October 3, 2018
 - Claims EFTs & Claims #18738 – 18773 in the amount of \$87,825.35
 - Payroll EFTs & Claims #25649 – 25653 in the amount of \$36,323.17
- **MAYOR'S MESSAGE**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Professional Services Agreement Between City of Soap Lake, Washington and Belenus Solutions, LLC for Consultant Services
 - B. Soap Lake Mineral Water Ordinance
 - C. Approval for Increase to Banner Bank-Limited Tax General Obligation Bond (LTGO) in the Amount of \$450,000.00 and approval to commence work on bond documents
- **NEW BUSINESS**
 - A. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
 - B. Approval for Surplus Sales that are Outside the Normal Public Surplus Sales
 - C. Gray & Osborne, Inc. – Progress Estimate 1, Complete Streets Sidewalk Improvements
 - D. Street Name Change
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1278; NEXT RESOLUTION #896**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

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

Mayor and Council add Executive Session (possible litigation) to Agenda after Public Comment.

REPORTS OF SPECIAL COMMITTEES

Lake Liaison Committee – Judith Gorman – City Planner Piercy gave an update at the last Lake Liaison Committee meeting on October 8, 2018. Update included; there was a discrepancy in the ordinary high-water mark in the Shoreline Master Plan. Discussion ensued. Planner Piercy stated that discrepancy has been taken care of. The Shoreline Master Plan was adopted by Ordinance 2014-1194 on September 17, 2014 with the corrected high-water mark of 1078. Piercy is following up to see why the plan was not updated with Department of Ecology. Questions were asked, and discussion ensued about a fence that was erected near shoreline. City to post signs “leaving park- entering private property”. Will be discussed with the Park Committee.

PUBLIC COMMENT

Gary Krause – 423 2nd Ave NE #3 – Krause had three questions: Do you as a City Council plan on having a RFP for Marketing? Do you have to be an Event Planner to put on an Event? What about a portable floating dock?

Samuel Palmer – 823 Main Ave W – Representing Soap Lake School District – Homecoming football game October 26, 2018 at 7:00pm. Palmer encourages everyone to come. Superintendent Sunshine Pray will be having a Community Walk Through next Wednesday, October 24, 2018 from 8:00am to 1:00pm.

EXECUTIVE SESSION – Possible Litigation

Out to Executive Session at 5:50pm for 15 minutes to 6:05.

Extended Session for 10 minutes.

Out of Executive Session at 6:12

OLD BUSINESS

- A. Professional Services Agreement Between City of Soap Lake, Washington and Belenus Solutions, LLC for Consultant Services – **M / Sanderson, S / Still**; to approve Amended Professional Services Agreement Between the City of Soap Lake, Washington and Belenus Solutions, LLC for Consultant Services. **Motion carried unanimously.**
- B. Soap Lake Mineral Water Ordinance – Glassco reports: Kirk Youngers is creating specs for adding meters to the five existing Soap Lake Mineral Water Accounts. If cost is around \$10,000.00 the City can use its Limited Works Roster to solicit bids.
- C. Approval for Increase to Banner Bank-Limited Tax General Obligation Bond (LTGO) in the amount of \$450,000.00 and Approval to Commence work on Bond Documents – **M / Rushton, S / Sanderson**; to Approve the Increase to the Banner Bank-Limited Obligation Bond (LTGO) in the amount of \$450,000.00 and Approval to Commence work on Bond Documents. **Motion carried. Glassco, Still, Sanderson, Rushton, and Kovach For. Wellein and Tweedy Against.**

NEW BUSINESS

- A. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M / Rushton, S / Sanderson**; to Approve Resolution 2018-896 – A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof. **Motion carried unanimously.**

- B. Approval for Surplus Sales that are Outside the Normal Public Surplus Sales – **M / Rushton, S / Tweedy**; to Approve Surplus Sales that are Outside the Normal Public Surplus Sales for: 2012 Chevrolet Caprice, 2011 Ford Crown Victoria, and a 2011 Ford Ranger. **Motion carried unanimously.**

- C. Gray & Osborne, Inc. – Progress Estimate 1, Complete Streets Sidewalk Improvements – **M / Rushton, S / Tweedy**; To approve Gray & Osborne, Inc. Progress Estimate 1, Complete Streets Sidewalk Improvements. **Motion carried unanimously.**

- D. Street Name Change – **M / Glassco, S / Sanderson**; to set a public hearing to change the name of Aster Street North to Brent Blake Way. **M / Glassco**; to amend motion to change the name of Aster Street North to Blakes Way. **Motion failed for a lack of a second. Glassco and Sanderson Withdraw original Motion and Second. M / Glassco, S / Sanderson**; to set a public hearing for Wednesday, November 7, 2018 at 5:30pm to change the name of Aster Street North. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

City Planner Piercy – La Cucina di Sophia Pizza’s Hood has been approved and we can all enjoy a full menu. Piercy was contacted by Tommer Construction regarding a development of 93 acres within the City’s Urban Growth Area.

Interim Finance Director Dillon – Getting all Construction Files and Project Files organized and put together. The City Clerk Position has been advertised.

COMMENTS

Reminder – Budget Workshop August 19, 2018 at 2:00pm at the Soap Lake Elementary School Conference Room.

ADJOURNMENT

M / Sanderson, S / Still; to adjourn at 6:50 pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

SOAP LAKE CITY COUNCIL BUDGET WORKSHOP

THURSDAY, OCTOBER 18, 2018 @ 2:00 P.M.

Meeting convened at 2:00 P.m.

In attendance: Mayor Gravelle; Council Members JoAnn Rushton, Dave Tweedy, Kat Sanderson, Alex Kovach, John Glassco, Deb Still; Police Chief Ryan Cox; Treasurer Jeff Balentine; Interim Finance Director Karen Dillon

Discussed priorities, goals, objectives and challenges for 2019.

Meeting adjourned @ 4:30 p.m.

Raymond Gravelle, Mayor



Karen K. Dillon, Interim Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 7, 2018

CALL TO ORDER

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

ROLL CALL

Council members present: Wellein, Still, Tweedy, Kovach & Glassco

City Staff Members Present: City Attorney Kenison, Deputy Clerk Richardson, Interim Finance Director Dillon, Police Chief Cox, Reserve Officer Rowland, and City Planner Piercy

M / Still, S / Tweedy; to excuse Sanderson and Rushton. **Motion carried unanimously.**

AGENDA ITEMS

➤ **CONSENT AGENDA**

- Regular Council Meeting Minutes – October 17, 2018
- Council Budget Workshop Minutes – October 18, 2018
- Claims EFTs & Claims #18774 – 18816 in the amount of \$334,872.49
- Payroll EFTs & Claims #25654 - 25664 in the amount of \$ 41,453.68

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC HEARING – Change Street Name of Aster North**

➤ **PUBLIC HEARING – Surplus Public Works Equipment**

➤ **PUBLIC HEARING – Ad Valorem Property Taxes**

➤ **REPORT OF STANDING COMMITTEES**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

- A. Soap Lake Mineral Water Ordinance
- B. Gray & Osborne, Inc. – Progress Estimate 1, Complete Streets Sidewalk Improvements

➤ **NEW BUSINESS**

- A. Gray & Osborne, Inc. – Progress Estimate 1, Lift Station No. 1 Modifications
- B. Grant County Health District Agreement
- C. Gary Krause and John Coleman
- D. A Resolution of Intent Authorizing an Increase in Property Tax Revenue for Collection in 2019 in Terms of Both Dollars and Percentage for the General Operating Levy in 2019
- E. An Ordinance Fixing the Amount of Taxes to be Levied in the sum of \$158,226.20 and Levying the same upon all Taxable Property, Both Real and Personal, in the City of Soap Lake, /Washington, for Collection in 2019
- F. An Ordinance of the City of Soap Lake, Washington, amending Ordinance No. 2017-1255 Authorizing the Execution and Delivery of an Amended and Restated Limited Tax General Obligation Bond; and Providing for Other Matters Property Relating Thereto

- G. A Resolution Amending Resolution No. 2018-888, A Resolution Authorizing Interfund Loans to the General Fund 001, From the Water Fund 401, The Garbage Fund 402, and the Sewer Fund 403, to Adopt a New Payment Plan
- H. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – Public Works Equipment
- I. Recycling Center
- J. Soap Lake Chamber of Commerce – Special Event Permit Application- Winterfest
- K. 2019 Eastern Washington Vacation Travel Planner
- L. Mineral Water Fund
- M. Soap Lake Police Department – Shop with a Cop
- N. Police Department - Cost of Replacing an Officer
- O. Teamsters Contract

- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1278; NEXT RESOLUTION #897**
- **EXECUTIVE SESSION**
- **ADJOURNMENT**

CONSENT AGENDA

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

M / Glassco, S / Wellein; to change the Public Works Superintendent’s job description to include mandatory attendance at Council Meetings. **Motion carried. Glassco, Wellein, and Tweedy For. Kovach and Still Against.**

MAYOR’S MESSAGE

Senior Officials Workshop for All-Hazards Preparedness – November 8, 2018 from 8:30 – 4:00 Moses Lake City Hall, 401 S. Balsam Street, Moses Lake, Washington.

Association of Grant County Cities and Towns – Dinner and Meeting: November 29, 2018 at 6:00pm, Ephrata Pita Pit Banquet Room.

Veterans Day Event at Soap Lake Middle/High School – Tuesday, November 13 at 11:00am.

The City received a Thank You Card and Donation from Judith Tramayne’s daughters.

PUBLIC HEARING – Change Street Name of Aster North

Open at 6:00

Eileen and Burr Beckwith – 33 N Dogwood - We support renaming Aster N. in recognition of Brent Blake and his contributions to this community.

Nell Kovach – 913 3rd Ave NW - What about “Brent’s Viewpoint”?

Closed at 6:03

M / Glassco, S / Kovach; to change the name of Aster North to Blakes Way. **Motion carried unanimously.**

PUBLIC HEARING – Surplus Public Works Equipment

Open at 6:08

Bill Bratton – 630 Main Ave E – Where do you go to bid on the surplus equipment?

Closed at 6:10

PUBLIC HEARING – Ad Valorem Property Taxes

Open at 6:11

No comment

Closed at 6:12

REPORTS OF SPECIAL COMMITTEES

Kayleen Bryson – Winterfest – Need new or like new LED lights, any type of greens for garland, gifts for children’s drawings (1 to 3 years, 4 to 8 years, 9 to 12 years, and 13 to 17 years). Cash donations are also accepted. Meeting Monday, November 19th at 6:00pm at the Soap Lake Elementary School Conference Room. Downtown decorating will be the Weekend after Thanksgiving – Saturday November 24th at 10:00am. Winterfest is December 1st 12:00 to 6:00pm.

PUBLIC COMMENT

Bill Bratton – 630 Main Ave E – Why did the City only ask for 1% increase in taxes?

Michelle Agliano – 37 Hemlock N – Soap Lake Food Bank (Frosty’s Friends) – the Food Bank has a new website (soaplakefoodbank.com). Frosty’s Friends are accepting donations of gently used or new toys for the children of our community. Frosty’s Friends will be at the Ephrata Walmart Thanksgiving weekend November 23-25, accepting toys and monetary donations.

Eileen Beckwith – 33 Dogwood N – Beckwith said this last summer when it was 103° and they were waiting for Jacob Gray to Demo their old house; at about 4:30 – 5:00 am Soap Lake Public Works employees were out working on the sewer lift station and continued to work on it for 12 to 14 hours.

OLD BUSINESS

- A. Soap Lake Mineral Water Ordinance – Received Bid Specs for meters from Kirk Youngers Wire 2 Water. Can use Limited Works Roster for bids. Public Works employee Meyers to coordinate.
- B. Gray & Osborne, Inc. – Progress Estimate 1, Complete Streets Sidewalk Improvements – **M / Glassco, S / Tweedy**; to approve Progress Estimate 1, Complete Streets Sidewalk Improvements. **Motion carried unanimously.**

NEW BUSINESS

- A. Gray & Osborne, Inc. Progress Estimate 1, Lift Station No. 1 Modifications – **M / Still, S / Tweedy**; to approve Progress Estimate 1, Lift Station No. 1 Modifications. **Motion carried unanimously.**

- B. Grant County Health District – **M / Glassco, S / Wellein**; to approve Grant County Health District Agreement in the amount of \$2,500.00. **Motion and Second amended to:** approve Grant County Health District in the amount budgeted. **Amended Motion carried unanimously.**
- C. Gary Krause and John Coleman – Krause presented their marketing ideas for Soap Lake.
- D. A Resolution of Intent Authorizing an Increase in Property Tax Revenue for Collection in 2019 in Terms of Both Dollars and Percentage for the General Operating Levy in 2019 – **M / Tweedy, S / Glassco**; to approve Resolution No. 2018 – 897 – A Resolution of Intent Authorizing an Increase in Property Tax Revenue for Collection in 2019 in Terms of Both Dollars and Percentage for the General Operating Levy in 2019. **Motion carried unanimously.**
- E. An Ordinance Fixing the Amount of Taxes to be Levied in the sum of \$158,226.20 and Levying the same upon all Taxable Property, Both Real and Personal, in the City of Soap Lake, Washington, for Collection in 2019 – **M / Glassco, S / Tweedy**; to approve Ordinance No. 2018 – 1278 – An Ordinance Fixing the Amount of Taxes to be Levied in the sum of \$158,226.20 and Levying the same upon all Taxable Property, Both Real and Personal, in the City of Soap Lake, Washington, for Collection in 2019. **Motion carried unanimously.**
- F. An Ordinance of the City of Soap Lake, Washington, amending Ordinance No. 2017-1255 Authorizing the Execution and Delivery of an Amended and Restated Limited Tax General Obligation Bond; and Providing for Other Matters Properly Relating Thereto – **M / Still, S / Tweedy**; to approve Ordinance No. 2018 – 1279 – An Ordinance of the City of Soap Lake, Washington, amending Ordinance No. 2017-1255 – Authorizing the Execution and Delivery of an Amended and Restated Limited Tax General Obligation Bond; and Providing for Other Matters Properly Relating Thereto. **Motion carried unanimously.**
- G. A Resolution Amending Resolution No. 2018-888, A Resolution Authorizing Interfund Loans to the General Fund 001, From the Water Fund 401, The Garbage Fund 402, and the Sewer Fund 403, to Adopt a New Payment Plan – **M / Tweedy, S / Wellein**; to approve Resolution No. 2018 – 898 – A Resolution Amending Resolution No. 2018-888, A Resolution Authorizing Interfund Loans to the General Fund 001, From the Water Fund 401, The Garbage Fund 402, and the Sewer Fund 403, to Adopt a New Payment Plan. **Motion carried unanimously.**
- H. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – Public Works Equipment – **M / Tweedy, S / Kovach**; to approve Resolution No. 2018 – 899 – A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof. **Motion carried unanimously.**
- I. Recycling Center – Discussion ensued. **M / Glassco, S / Tweedy**; to approve the Contract between the City of Soap Lake and Gray Excavation for clearing and leveling of future recycling center for under \$16,000.00 with legal counsel approval. **Motion carried unanimously.** Planner Piercy reminded Council that the Department of Ecology gives Grants for establishing Recycling Centers.

- J. Soap Lake Chamber of Commerce – Special Event Permit Application – Winterfest – **M / Still, S / Tweedy**; to approve Soap Lake Chamber of Commerce Special Event Permit Application for Winterfest. **Motion carried unanimously.**
- K. 2019 Eastern Washington Vacation Travel Planner – **M / Still, S / Tweedy**; to approve advertising in the 2019 Eastern Washington Vacation Travel Planner for \$800.00. **Motion carried unanimously.**
- L. Mineral Water Fund – **M / Glassco, S / Tweedy**; to create a Mineral Water Fund by Ordinance. **Motion carried unanimously.**
- M. Soap Lake Police Department – Shop with a Cop – Reserve Officer Rowland shared his experiences from participating in Shop with a Cop for the last three years. The Soap Lake Police Department with the help of the Soap Lake School District, has picked five families to donate to this year. Rowland asked for donations. Gift wrapping and Dinner will be on December 20th at 6:30pm at the Soap Lake Senior Community Center.
- N. Police Department – Cost of Replacing an Officer – Chief Cox presented numbers (\$\$) for the Cost for Replacement of an Officer and the Cost for Coverage while waiting for the academy, during the academy, and during field training. Chief Cox also presented Council with the number of calls handled by each officer of the Soap Lake Police Department and the number of calls handled by each officer from various other Police Departments in the area. Total Compensation Comparables for Grand County Police Agencies and Total Compensation for Eastern Washington Comparable Cities were also given to Council.
- O. Teamsters Contract – **M / Tweedy, S / Wellein**; to approve Labor Agreement between the City of Soap Lake, Washington and Teamsters Local No. 760. **Motion carried unanimously.**

REPORT OF CITY OFFICERS

Planner Piercy – Some structures on Main Ave need attention, repair, and brought up to code. Several properties will be asked to repair overhangs. The public right of way needs to be safe.

Fire Chief Sheppard – Thirty-Seven calls. Twenty-Six in the City. Three Hundred Forty-Nine calls so far this year. One new firefighter about 77% finished with training and one older firefighter returning.

Chief Cox – Cox acquired eight AED’s free from Military Surplus. Replaced batteries and pads. Chief Cox read a letter from a US District Attorney commending Officer Rowland for his work as a Soap Lake Police Officer Reserve.

EXECUTIVE SESSION - Possible Litigation

Out to Executive Session at 8:30 for 15 minutes

Meeting reconvened at 8:45

M / Glassco, S / Tweedy; to execute any documents necessary to close out contract with camp hosts. **Motion carried unanimously.**

ADJOURNMENT

M /Still, S /Tweedy; to adjourn at 8:47pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 21, 2018

CALL TO ORDER

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

ROLL CALL

Council members present: Still, Kovach, Glassco, and Rushton

City Staff Members Present: City Attorney Kenison, Interim Finance Director Dillon, Police Chief Cox, and City Treasurer Jeff Balentine, by telephone

M / Rushton, S / Still; to excuse Tweedy, Sanderson, and Wellein. Motion carried unanimously.

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes – November 7, 2018
 - Claims EFTs & Claims #18817 – 18843 in the amount of \$69,845.85
 - Payroll EFTs & Claims #25665 - 25669 in the amount of \$30,286.77
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING – To review final project performance on Park and Recreation Capital Improvement Plan Funded by the Community Development Block Grant**
- **PUBLIC HEARING – 2019 Preliminary Budget**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
- **NEXT ORDINANCE #1280; NEXT RESOLUTION #900**
- **ADJOURNMENT**

CONSENT AGENDA

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

MAYOR'S MESSAGE

Budget retreat successful. \$548,000.00 Transportation Improvement Board (TIB) Grant to match Federal Emergency Management Agency (FEMA) Grant. Happy Thanksgiving.

PUBLIC HEARING – To review final project performance on Park and Recreation Capital Improvement Plan Funded by the Community Development Block Grant

Open at 5:37

Nancy Wetch with Gray & Osborne, Inc. explained the plan and funding.

Closed at 5:40

PUBLIC HEARING – 2019 Preliminary Budget

Open at 6:10

Gary Krause – 423 NE 2nd Ave #3 – How does the city coordinate with the Chamber of Commerce to do Request for Proposal for tourism?

Closed at 6:12

PUBLIC COMMENT

Trudy Black – 42 S Hemlock – Ginkgo; size reduction or same width?

Nell Kovach – 913 3rd Ave – James Building working great as staging area for Winterfest.

OLD BUSINESS

A. Gary Krause – GrowIT Media – partnering with the City to promote health and extreme watersports. Mayor asked council for consensus if they are interested. No.

B. Recycling Center Contract – Gray Excavation – Contract not ready for Council consideration.

NEW BUSINESS

A. Amendment No. 18, Sewer Replacement – Phase 1, Construction Administration – Additional Services – Nancy Wetch with Gray & Osborne, Inc. – Covered by Grant. May be some legal fees. **M / Kovach, S / Rushton;** to approve Amendment No. 18, Sewer Replacement – Phase 1, Construction Administration – Additional Services. **Motion carried unanimously.**

B. An Ordinance of the City of Soap Lake Amending Sections 1.30.030, 1.30.120, 130.130, and 1.30.140 of Chapter 1.30 of the Soap Lake Municipal Code Titled “Civil Code Enforcement” and Creating a New Section 1.30.125 Titled “Administrative Notice and Order-Hearing Examiner Appeal” – **No action – already approved.**

C. Ordinance Creating a Separate Shop with a Cop Fund – Fund 103 – **M / Glassco, S / Rushton;** to approve Ordinance No. 2018 – 1280 An Ordinance Creating a Separate Shop with a Cop Fund – Fund 103. **Motion carried unanimously.**

D. Contract approval for City Hall demo work – Contract not ready for Council approval.

ADJOURNMENT

M /Rushton, S /Glassco; to adjourn at 6:44pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Karen Dillon, Interim Finance Director

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 5, 2018

CALL TO ORDER

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

ROLL CALL

Council members present: Sanderson, Wellein, Glassco, Kovach, Still, & Tweedy

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

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

AGENDA ITEMS

- **CONSENT AGENDA**
 - Regular Council Meeting Minutes – November 21, 2018
 - Claims EFTs & Claims #18844 – 18887 in the amount of \$175,616.19
 - Payroll EFTs & Claims #25670 – 25680 in the amount of \$43,146.72
 - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING – City of Soap Lake 2019 Final Budget**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
 - A. Gray Excavation – Recycling Center Contract
 - B. An Ordinance Changing the Name of Aster Street North to Blakes Way
- **NEW BUSINESS**
 - A. Consultant Agreement for Design Engineering for Ginkgo Street and FEMA Repair Project
 - B. An Ordinance of the City of Soap Lake, Washington, Amending Chapter 5.06 “Business Regulations” of the Soap Lake Municipal Code
 - C. Ephrata Sportsmen’s Association
 - D. Clean Sewer reminders
 - E. City of Soap Lake Personnel Manual
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1281; NEXT RESOLUTION #900**
- **COMMENTS**
- **ADJOURNMENT**

CONSENT AGENDA

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

MAYOR'S MESSAGE

Mayor requests Executive Session for Litigation be added after Report of City Officers.

Mayor introduced new City Clerk, Autumn McHugo. Lanie Babak, Soap Lake Police Department's Administrative Assistant will be taking over Council Meetings and Public Records Requests for City Hall. Babak has been trained in Public Records Requests for the Police Department.

Winterfest was a great event that gets better every year.

PUBLIC HEARING – City of Soap Lake Final 2019 Budget

Public Hearing Open at 5:38pm

No public comment

Public Hearing Closed at 5:39

PUBLIC COMMENT

Gary Krause – 423 2nd Ave NE #3 – Krause would like to be added to the December 19, 2018 Agenda for a presentation.

OLD BUSINESS

- A. Gray Excavation – Recycling Center Contract – **M / Tweedy, S / Sanderson;** to authorize the Mayor to execute the contract up to \$16,500.00. **Motion carried unanimously.** City Planner Piercy discussed Grant Funds available through Grant County for Recycling Projects.
- B. An Ordinance Changing the Name of Aster Street North to Blakes Way – **M / Glassco, S / Wellein;** to approve Ordinance No. 2018-1281 – An Ordinance Changing the Name of Aster Street North to Blakes Way. **Motion carried unanimously.** Public Works to order a Sign.

NEW BUSINESS

- A. Consultant Agreement for Design Engineering for Ginkgo Street and FEMA Repair Project – Mike Meskimen with Gray and Osborne, Inc. discussed the Consultant Agreement. **M / Glassco, S / Tweedy;** to approve the Consultant Agreement for the Ginkgo Street and FEMA Repair Project. **Discussion ensued. Motion carried unanimously.**
- B. An Ordinance of the City of Soap Lake, Washington, Amending Chapter 5.06 “Business Regulations” of the Soap Lake Municipal Code – Attorney Kenison explained Ordinance. **M / Tweedy, S / Kovach;** to approve Ordinance No. 2018 – 1282 – An Ordinance of the City of Soap Lake, Washington, Amending Chapter 5.06 “Business Regulations” of the Soap Lake Municipal Code. **Motion carried unanimously.**

- C. Ephrata Sportsmen’s Association – **M / Glassco, S / Tweedy**; to authorize Chief Cox to sign agreement. **Motion carried unanimously.**
- D. Clean Sewer Reminders – **M / Kovach, S / Sanderson**; to post Clean Sewer Reminders on the City website and utility bills. **Motion carried unanimously.**
- E. City of Soap Lake Personnel Manual – Discussion ensued. Continue to December 19, 2018 Agenda.
- F. BIAS Software Annual Contract 2019 – **M / Glassco, S / Tweedy**; to authorize the Mayor to Execute Service Order in the amount of \$7,256.58. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

City Planner Piercy – Piercy shared with Council a proposed planned subdivision development that lies within the City’s Urban Growth Area, submitted by Nick and Donna Tommer. Tommers are asking that the City of Soap Lake waive the requirements for City Design Standards. Discussion ensued.

Police Chief Cox - Cox requested Council approve payout of unused vacation hours over the maximum of 80 hours. Discussion ensued. **M / Glassco, S / Tweedy**; to authorize payout of Police Chief Cox’s unused vacation of 186 hours. Discussion ensued. **Motion withdrawn by Glassco, Second withdrawn by Tweedy.** Continue to December 19, 2018 Agenda before Personnel Policy.

Working on updating and/or creating new Ordinances (Leaving vehicle unattended while running, parking on beaches, and camping in Park parking lots).

Washington State Patrol – Night of a Thousand Stars – 4 full time Soap Lake officers are being honored. December 14, 2018.

Thanks to everyone who has donated to Shop with a Cop. Still accepting donations.

Fire Chief Sheppard – 387 Calls so far this year. 31 calls in November. 21 in the City of Soap Lake. 19 ems, 1 false alarm, and 1 trash fire. Fireworks went off, with issues!

EXECUTIVE SESSION for Litigation

In Executive Session at 7:17 for 15 minutes.

Out of Executive Session at 7:34

M / Tweedy, S / Still; that the payroll calculations for the Police Chief during the period between March 8, 2017 and November 15, 2018 be ratified and approved. **Motion carried unanimously.**

COMMENTS

Councilmember Wellein – Multi Agency (City, McKay, Soap Lake Schools) Public Meeting in February 2019? Put on Agenda for January 2019.

Councilmember Sanderson – Make sure no camping signs fit within branding guidelines.

Councilmember Still – Submit photo with lake and sundial for AWC’s swag – deck of cards.

ADJOURNMENT

M /Sanderson, S / Wellein; to adjourn at 7:39pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 19, 2018

CALL TO ORDER

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

ROLL CALL

Council members present: JoAnn Rushton, Dave Tweedy, Steve Wellein, Deb Still, Alex Kovach

City Staff Members Present: City Clerk McHugo, Deputy Clerk Richardson, City Planner Piercy, Police Chief Cox, Fire Chief Sheppard and Admin Assistant Lanie Babak

M /Rushton, S /Still; to excuse Councilmembers Sanderson and Glassco. **Motion carried unanimously.**

AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes – December 5, 2018

Claims EFTs & Claims #18888 – 18926 in the amount of \$50,994.73

Payroll EFTs & Claims #25685 – 25680 in the amount of \$32,508.92

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

➤ **MAYOR'S MESSAGE**

➤ **PUBLIC HEARING – City of Soap Lake 2019 Final Budget**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

A. Vacation buy-out for Chief Ryan Cox

B. City of Soap Lake Personnel Manual

➤ **NEW BUSINESS**

A. Life Flight Memberships

B. State Plan of Operation Between the State of Washington and the Soap Lake Police Department

C. A Resolution adopting the City of Soap Lake 2018 Developer Standards

D. Huntleigh USA Purchase

E. An Ordinance amending the 2018 Budget of the City of Soap Lake adopted by Ordinance NO. 2017-1218

F. An Ordinance of the City of Soap Lake, Washington adopting the 2019 annual budget

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1285; NEXT RESOLUTION #902**

➤ **COMMENTS**

➤ **ADJOURNMENT**

CONSENT AGENDA

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

MAYOR'S MESSAGE

Akins had a successful grand opening. Grand opening video can be found on Facebook. The community was very heart warmed with the new store. Akins employees were very welcoming to the community. This says a lot about the direction Soap Lake is going in.

Councilmember Steve Wellein is continuing to be on the board of Grant Transit Authority (GTA).

Fire District 7 was thanked by a community member (Bob McLaughlin). Fire District 7 did a great job providing assistance until AMR showed up on scene.

REPORTS OF STANDING/SPECIAL COMMITTEES:

Winterfest/ Centennial Committee – *Kayleen* Bryson

Winterfest was a huge success. Community members played a huge role in making this a great event. January 1st at noon, will be the raising of a new centennial flag at the flag pole.

Lake Liaison Committee/ Storm Water Management – Judith Gorman

Primary meetings are every second Monday of the month. There have been problems of run off going into the Lake. Mineral water lake quality is still going down. The city should put up a sign saying something like (Public May Traverse) by the lake. It is hard to clarify were fences can be because of the high-water mark. Department of Ecology expressed concerns of the high-water mark. LLC is going to look at the storm water.

PUBLIC COMMENT

Judith Gorman – Met Surveyor's from Gray & Osborne they are doing a fantastic job.

OLD BUSINESS

A. Vacation buy-out for Chief Ryan Cox – **M / Tweedy, S / Wellein;** to approve the City to pay out Chief Ryan Cox for 176.22 hrs of vacation at the total of \$6,129.17. **Motion carried unanimously.**

B. City of Soap Lake Personnel Manual – The wording needs to be approved by the attorney. Moved to next Agenda (1/2/19).

NEW BUSINESS

A. Life Flight Memberships – Added to the offered benefit package to all full-time city employees. \$50.00 a year per person that covers all employee's family members. **M/ Kovach, S/Wellein;** to authorize the City to purchase Life Flight Memberships for full-time employees, at the rate of \$50 a year per employee.

B. State Plan of Operation Between the State of Washington and the Soap Lake Police Department. **M / Rushton, S / Tweedy;** to authorize Chief Ryan Cox to sign and execute the State Plan of Operation Between the State of Washington and the Soap Lake Police Department. **Motion carried unanimously.**

C. A resolution adopting the City of Soap Lake 2018 Developer Standards – Lays out all requirements for infrastructures/developments. Moved to next Agenda (1/2/19).

D. Huntleigh USA Purchase – Huntleigh USA is requesting to purchase three vehicles from SLPD that have deemed surplus. **M / Tweedy, S / Wellein;** to authorize Huntleigh USA to purchase 3 vehicles, 2013 Ford Taurus, 2012 Chevy Caprese and 1994 GM Union body from the Soap Lake Police Department for \$21,000. **Motion carried unanimously.**

E. An Ordinance Amending the 2018 Budget of the City of Soap Lake adopted by Ordinance NO. 2017-1218. **M / Rushton, S / Wellein;** to approve the Ordinance Amending the 2018 Budget of the City of Soap Lake adopted by Ordinance NO. 2017-1218. **Motion carried unanimously.**

F. An Ordinance of the City of Soap Lake, Washington, Adopting the 2019 Annual Budget Providing Estimated Revenues and Appropriated Expenditures for the Operation of the City. **M / Rushton, S / Tweedy;** to approve the Ordinance of the City of Soap Lake, Washington, Adopting the 2019 Annual Budget Providing Estimated Revenues and Appropriated Expenditures for the Operation of the City. **Motion carried unanimously.**

REPORTS OF CITY OFFICERS

Darrin Fronsman Public Works – East Reservoir – 12” valve was replaced by Speer taps. Western Engineering Construction Inc. has finished lift station #1 Odor Control System. Winterizing of City parks/bathrooms is complete and snow removal equipment is ready for winter. Working with G&O on water system plan, meter replacement project, water & sewer test pit locations and sweeping plan, etc.

Also trying to get vacation time down to not exceed the 80 hrs rollover.

City Planner Piercy – Nick and Donna Tommer would like to present their subdivision development plan to council on the second meeting in January 2019.

The Shoreline program will be sent out after the holidays for councilmembers to review. It will also be available on the website.

Fire Chief Sheppard – Jessica Wyman former Lieutenant was promoted to Caption on December 8th. Wyman is an EMS trainer and the training conductor for Fire District 7. Victor Gregor FD-7 firefighter passed EMT training. This training takes a lot of time and dedication. He was also awarded with the Chief’s Pick Award.

The Fire District 7 Award Ceremony went well.

The fire that occurred on Fern St. last Thursday has been the third property fire with the same owner. Code Enforcement needs to do a better job of keeping people out of living in RV's.

Chief Ryan Cox – Comment to Fire Chief Kirk about RV fire on Fern. The camper that caught on fire people come and go from there, its hard to catch people living in RV's. Our Code Enforcement officer will be sending out a notice letter to the property owner about cleaning the debris left from the fire.

Package thieves are coming around neighborhoods this time of the year. Please call SLPD to keep an eye on your package on the porch or if needed to take custody of packages until you get home.

SLPD is up to 1800 cases, which is \$32 per case.

If you see something, say something. Any suspicious things you see please call SLPD.

M / Tweedy, S/ Wellein; to authorize the Soap Lake School District to purchase the 2006 Ford Ranger for \$4,400 from public works. **Motion carried unanimously.**

Shop w/a cop event is on Thursday, the 20th. Justin Rowland has been doing singing grams for \$20. We have raised \$3500 so far. This event is being catered by A. Crew BBQ. We are planning to spend \$250-300 per kid. We also bought five (\$150) gift cards from Akins, five (\$50) gift cards from Sophia's and Coulee Cruisers for each of the families.

The reader board has been updated.

COMMENTS

Councilmember Rushton – Will be gone for the next two council meetings.

Mayor Gravelle – Select a new Mayor Pro–Tem at the next council meeting.

ADJOURNMENT

M /Tweedy, S / Wellein; to adjourn at 6:47pm. **Motion carried unanimously.**

Raymond Gravelle, Mayor

Anita Richardson, Deputy Clerk