

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 2, 2019

### CALL TO ORDER

Mayor Pro-Tem John Glassco called the regular council meeting to order at 5:30 pm.

### ROLL CALL

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

City Staff Members Present: Interim Finance Director Dillon, City Clerk McHugo, City Planner Piercy, Fire Chief Sheppard, City Attorney Kenison and Administrative Assistant Babak

**M /John, S /Tweedy;** to excuse Mayor Gravelle, and councilmembers Rushton and Sanderson.  
**Motion carried unanimously.**

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – December 19, 2018
  - Claims EFTs & Claims #18927 – 18958 in the amount of \$149,746.15
  - Payroll EFTs & Claims #25681 – 25696 in the amount of \$28,291.76
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. City of Soap Lake Personnel Manual
  - B. A resolution adopting the City of Soap Lake 2018 Developer Standards
- **NEW BUSINESS**
  - A. Vote for a new Mayor Pro-Tem
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1285; NEXT RESOLUTION #902**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

### MAYOR'S MESSAGE

Mayor Pro-Tem Glassco requests Executive Session for Litigation be added after Report of City Officers.

It is a pleasure to step in for Mayor Gravelle, thanks for letting me step up and lead today's council meeting.

The first event of this year, the raising of the Centennial flag was a great success. I had the honor to declare this the 2019 centennial flag. A big thanks to Kovach for designing the flag. The flag was designed to fit the meaning of Soap Lake. If you would like to volunteer in the centennial committee you are more than welcome too.

### REPORTS OF STANDING/SPECIAL COMMITTEES

Winterfest/ Centennial Committee – Kaylin Bryson

The Christmas lights will be up till January 6<sup>th</sup> then they will be taken down. The Christmas decor will be taken down January 5<sup>th</sup>. The lights around the poles will be up all year in honor of the centennial flag. Next year we would like to position one of the city cameras towards the Gazebo to catch people who had been damaging/stealing the Christmas decor.

### PUBLIC COMMENT

Anne Pash 636 2<sup>nd</sup> Place SE – I would like to propose banning public use of fireworks all year round. Fireworks cause fires in dry fields, and the strong wind also can cause fires. The noise ordinance is from 10 pm – 7 am, why are fireworks acceptable? Fireworks are ruining the peace in the community. My daughter has autism I had to play music over the loud fireworks to get my daughter through the night. My daughter had a seizure because of how loud the fireworks were. This also effects people with PTSD, seniors and people with heart problems. I would like the fireworks to be only set off one time a year and that is during the winter.

Kaylin Bryson – 614 Main Ave E – Allison Gooding did a great job organizing the New Year's Day Walk. This is her 6<sup>th</sup> year in a row organizing it. She got that group to come to the flag raising.

### OLD BUSINESS

- A. City of Soap Lake Personnel Handbook – **M / Tweedy, S / Still**; to approve the revised Employee Handbook effective January 2, 2019. **Motion carried unanimously.**
  - Councilmember Tweedy – Revised Employee Handbook is straight forward.
  - Councilmember Still – Found one misspelling, notified Karen Dillon about it.
  - Councilmember Wellein – I would like to add to the Personnel Handbook that all Department Heads get evaluated by the Mayor annually - **M / Wellein, S / Tweedy**; to add Annual Department Head evaluations conducted by the Mayor to the Personnel Handbook. **Motion carried unanimously.**
  
- B. A Resolution adopting the 2018 City of Soap Lake Developer Standards – **M / Still, S / Kovach**; to adopt the 2018 City of Soap Lake Developer Standards. **Motion carried unanimously.**

**NEW BUSINESS**

A. Vote for a new Mayor Pro-Tem

- Councilmember Glassco – I would like to nominate councilmember Steve Wellein as our next Mayor Pro-Tem.
- Councilmember Still – I would also like to nominate councilmember Steve Wellein.

**M / Kovach, S / Still;** to appoint councilmember Steve Wellein as the new Mayor Pro-Tem.

**Motion carried unanimously.**

**REPORTS OF CITY OFFICERS**

**City Planner Piercy** – Tommer will be at the next council meeting to present their subdivision development plan to the council. I will be in attendance to answer any questions.

**Fire Chief Sheppard** – We had 409 calls in 2018. 190 of those were in city limits. There were 140 EMS calls.

Our fire department has evaluations every 6 months.

The Soap Lake High School is putting in new fire alarms.

The Fire Hydrants are being flushed annually, I was told by the head of Public Works Darrin Fronsman.

Discussion ensued between councilmember Glassco and Fire Chief Sheppard.

Add missing fire hydrant on Fern Street on to the next agenda. Per councilmember John Glassco.

**EXECUTIVE SESSION for Litigation**

In Executive Session at 6:20 for 10 minutes.

Requested another 10 minutes at 6:30.

Out of Executive Session at 6:39.

**COMMENTS**

No comments.

**ADJOURNMENT**

**M /Still, S / Tweedy;** to adjourn at 6:40 pm. **Motion carried unanimously.**

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John Glassco, Mayor Pro-Tem

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Lanie Babak, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 16, 2019

### **CALL TO ORDER**

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

### **ROLL CALL**

Council members present: Mayor Gravelle, Tweedy, Glassco, Sanderson, Wellein, Kovach

City Staff Members Present: City Attorney Kenison, City Clerk Autumn McHugo, City Planner Darryl Piercy and Administrative Assistant Lanie Babak

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

### **AGENDA ITEMS**

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – January 2, 2019
  - Claims EFTs & Claims #18959 – 19027 in the amount of \$237,403.75
  - Payroll EFTs & Claims #            in the amount of \$
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING – City of Soap Lake final project performance on the Sewer Replacement**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Gray Excavation – Revisions to the City of Soap Lake Personnel Handbook
- **NEW BUSINESS**
  - A. Amendment No. 19, Park Facilities Capital Improvement Plan – Additional Services
  - B. Contract Award City Hall Remediation and Demolition Project
  - C. Complete Street Project Acceptance
  - D. Phase I Sewer Improvements Project Acceptance
  - E. Tommer Project – Subdivision Development Plan
  - F. BIAS Software Upgrade
  - G. WSP ACCESS User Acknowledgment
  - H. Missing fire hydrant on Fern Street
  - I. Public Records Request Agreement
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1285; NEXT RESOLUTION #903**
- **COMMENTS**
- **ADJOURNMENT**

## **CONSENT AGENDA**

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

- Councilmember Glassco – I would like to correct a part of my Mayor Pro-Tem message on the last council meeting minutes. It states that “I had the honor to declare this the 2019 centennial flag.” It was recorded incorrectly. The correct statement is that I had the honor to proclaim 2019 as the centennial year.

## **MAYOR’S MESSAGE**

Thank you John Glassco for being the Mayor Pro-Tem.

As the new Mayor Pro-Tem Steve Wellein will be stepping in a lot this year for me.

There will be a dinner/meeting at Pita Pit, for nominations and elections. Sheriff Tom Jones will be talking about improving sales tax. I encourage everyone to attend.

Gingko Street re-design work shop was a huge success. There was a nice article written by Lauren from Grant County Journal on the event. There was 5 staff members and 32 citizens at this work shop. This workshop was led by G&O Michael Meskimen. Next step is for the Engineers to come up with designs.

Staff please fill out your W-4’s and hand them in to City Hall.

William Marshall did a great job on designing the Paul Lauzier Park information Sign.

Councilmembers please come up with ideas where we can continue meeting for City Council Meetings. We have extended our welcome here at the Lakeside Bistro Banquet Room.

## **PUBLIC HEARING – City of Soap Lake final project performance on the Sewer Replacement**

Open at 5:41

Closed at 5:42

## **REPORT OF STANDING/SPECIAL COMMITTEES**

### **Lake Liaison Committee – Judith Gorman**

Meet 2<sup>nd</sup> Monday of every month at 4 pm at the Senior Center.

The LLC recommends that the City take actions necessary to Post a sign at the OHWM (Ordinary High Water Mark) on Soap Lake, The Lake, on the shoreline where public and private properties connect. The sign could read: From this sign to the water’s edge the public has access for purpose of walking. We recommend the City Council get a qualified legal opinion regarding what is in keeping spirit of our Shoreline Management Act, which protects our public

access to our National treasure, Soap Lake, The Lake, and also for the legal wording to put on the sign in keeping with Case Law public right to access shorelines.

Department of Ecology is researching facts that points to a direction that council can put into ordinances.

Per Mayor – Put on Next Agenda “LLC recommendation to post a sign for Ordinary High Water Mark”.

#### **Policy Committee – Alex Kovach**

January 7<sup>th</sup> was the first meeting in 2019.

We are working on a job description for a Public Works Supervisor.

We meet regularly on Monday’s following council meetings.

We would like a citizen with expertise on policies to join the policy committee.

#### **PUBLIC COMMENT**

Neil Borg, 614 Main Ave E – The acoustics in this banquet room are horrible, we can hardly hear anything. Please think of ways to improve the speaker system.

Allison, 110 Elder St N – I think the council should deal with public comments that are on Facebook concerning issues in this community. When there is public comment the Mayor is good with answering and giving feedback; but most people when they do a public comment their situations are just heard but never dealt with. City Council should start dealing with concerning public comments.

Bill, 630 Main Ave E – Why are we paving Gingko Street before putting in new water and sewer lines? That should be done before paving Gingko Street.

#### **OLD BUSINESS**

- A. Revisions to the City of Soap Lake Personnel Handbook – **M / Tweedy, S / Kovach**; to accept the revisions to the Personnel Handbook effective January 16, 2019. **Motion carried unanimously.**
  - Mayor Gravelle – I would like to put a designee in charge of conducting department head evaluations. Hire an HR person.
  - Attorney Kennison – There is nothing that prohibits an HR person to conduct evaluations.
  - Councilmember Glassco – There is staff concerned about the wording in the personnel manual about the vacation hours. The manual states they can accrue 5 days, when some of our staff works four, tens. We should have a meeting with the staff about the vacation hours.

- Councilmember Wellein – I agree with Glassco we should have a meeting with staff in regard to the personnel manual.
- Mayor Gravelle – We are changing the accrued vacations days to hours.
- Councilmember Glassco – We need to get more input from our staff not to lose them to other departments because of better benefits in other Cities.
- Attorney Kennison – It is not appropriate for staff to come to Council Meetings to discuss benefit concerns. The staff should meet with the Personnel Committee with any concerns they have. Then that committee should bring those concerns up top the Council.
- Mayor Gravelle – I have not met with the staff to see if there are any concerns with the Manual. I will sit down with staff members to see if there are any concerns. If there is I will bring it up to the Personnel Committee.

#### **NEW BUSINESS**

- A. Amendment No. 19, Park Facilities Capital Improvement Plan – Additional Services – **M / Sanderson, S / Glassco**; to approve the engineering amendment. **Motion carried unanimously.**
- B. Contract Award for the City Hall Remediation and Demolition Project – **M / Glassco, S / Tweedy**; to award the City Hall Remediation and Demolition Project to A1 Asbestos of Wenatchee Washington in the amount of \$53,065.22. **Motion carried unanimously.**
- C. Complete Street Project Acceptance – **M / Tweedy, S / Glassco**; to declare the Complete Streets project complete. **Motion carried unanimously.**
- D. Phase I Sewer Improvements Project Acceptance – **M / Tweedy, S / Sanderson**; to accept the Phase I Sewer Improvements project as complete. **Motion carried unanimously.**
- E. Tommer Project – Subdivision development Plan
  - Wants to be annexed in to the City of Soap Lake. Annexation is not possible due to the cost of street lighting, water/sewer system, roads, sidewalks and etc. that would need to be provided for the development plan. Discussion ensued, no action taken.
- F. New Agreement with BIAS Software Upgrade from Basic Payroll to Advanced Payroll – **M / Glassco, S / Sanderson**; to accept the revised BIAS Agreement to upgrade services from Basic Payroll to Advanced Payroll effective January 16, 2019. **Motion carried unanimously.**
- G. WSP ACCESS User Acknowledgment – **M / Sanderson, S / Tweedy**; to authorize Chief Ryan Cox to sign the yearly updated contract for ACCESS with the Washington State Patrol. **4 (four) for it (Sanderson, Kovach, Tweedy, Wellein); 1 (one) opposed (Glassco)**
- H. Missing fire hydrant on Fern Street
  - Councilmember Glassco – Why not just replace it now?
  - G&O – It's a cost savings. It will be replaced in 2020 with the new water line system.
- I. Public Records Request Agreement – **M / Sanderson, S / Tweedy**; to authorize the Mayor to ratify the Public Records Request Agreement. **Motion carried unanimously.**

**REPORTS OF CITY OFFICERS**

**City Planner Darryl Piercy**

- The 1078 water mark has been reviewed and approved.
- The Ecology Department Emailing the Lake Liaison Committee doesn't identify the high water mark.
- Why not require 1078 water mark as shoreline jurisdiction? Put in Zoning Ordinance. Also put on the next Agenda.
- A sign is a requirement by the City. Water ways belong to the public.
- The Shoreline Project is out for a 30 day comment period. We are not required to have a public hearing for it.

**City Clerk Autumn McHugo**

- We had issues with BIAS today.
- Also have been busy with Public Records.

**COMMENTS**

Councilmember Sanderson – City Website URL Purchase, needs to be on the next agenda.

Also I would like to thank Lanie for organizing the Agenda Packets neatly.

I would like to suggest moving the council meetings the Public Library or the High School Library.

**ADJOURNMENT**

**M / Sanderson, S / Glassco; to adjourn at 7:33 pm. Motion carried unanimously.**

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Raymond Gravelle, Mayor

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Lanie Babak, Administrative Assistant



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 6, 2019

### **CALL TO ORDER**

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

### **ROLL CALL**

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

### **All city council members present.**

City Staff Members Present: City Attorney Franz, City Clerk Autumn McHugo, City Planner Darryl Piercy, Police Chief Ryan Cox, Fire Chief Kirk Sheppard, and Administrative Assistant Lanie Babak

### **AGENDA ITEMS**

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – February 6, 2019
  - Claims EFTs & Claims #19028 – 19072 in the amount of \$289,885.23
  - Payroll EFTs & Claims #25706 – 25718 in the amount of \$45,339.85
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Amendment to Employee Handbook
- **NEW BUSINESS**
  - A. Lift Station No. 1 Modifications Project Completion
  - B. Yenny Mini Storage – An Application to Vacate City ROW and A Resolution Setting a Public Hearing to Consider an Application to Vacate City Owned Right of Way
  - C. Grant County Election Department Drop-box Installation
  - D. Cell Phone Towers
  - E. LLC recommendation to post a sign for Ordinary High Water Mark
  - F. City Website URL Purchase
  - G. Lake Side Cottages
  - H. Semi Parking
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1285; NEXT RESOLUTION #903**
- **COMMENTS**
- **ADJOURNMENT**

## **CONSENT AGENDA**

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

## **MAYOR'S MESSAGE**

No Mayor's Message.

## **REPORT OF STANDING/SPECIAL COMMITTEES**

### **Lake Liaison Committee – Judith Gorman**

We have three general areas of concern which moves us to, recommend that the City Council hold on approval of this application due to the following inadequacy in the application we have reviewed related to; storm water Run Off, Fire Department access and safe adequate fire protection, and the site plane provided is inadequate. We want more data, so it gives us more time to review that application.

### **City Planner – Darryl Piercy**

The commercial building was reduced in size to make a fire department turn around. The high water mark is 40 ft from the water's edge (1078 mark). We asked the applicant to identify the ordinary high water mark. The applicants plan shows that he'll be building 100 ft away from the water's edge. Storm water plan gets approved before construction starts that is required. They applicant needs to submit a public access plan (shoreline access plan). Storm water plan is reviewed by engineers to make sure it's up to code. The City serves as a neutral arbitrator in this process. The actual process gets approved through administration. We are working on getting out more information out to the public. I would like to apologize to Fire Chief Kirk Sheppard for not including him in the final plans. Any comments on this shoreline application are greatly appreciated. We will give more time for the public to comment on the shoreline application once the plan is adequate.

## **PUBLIC COMMENT**

Cela Burks, 737 PO Box – We are moving this year's Easter Egg Hunt to the Paul Lauzier Park. We need to pay \$200/\$300 for insurance. Can council assist with a fundraiser to get the money for insurance. This Easter Egg Hunt is the largest in Grant County and has the least problems. This Easter Egg Hunt has been happening since the late 70's in Soap Lake.

Judith Gorman, 207 S Gingko – I was at the senior center and I heard that Soap Lake PD has a policy that if you get your car towed it has to be impounded for 30 days. It shouldn't be that way if that's true. Fees add up. I would like that policy to be changed if it's written that way.

## **OLD BUSINESS**

- A. Amendment to Employee Handbook – **M / Sanderson, S / Rushton;** to accept the proposed revision to the Employee Handbook, section 7.2 VACATION, Maximum Allowable Annual Vacation Carry Over, effective February 6, 2019.
- Councilmember Glassco – Shouldn't any changes be approved through the attorney?
  - Attorney Franz – It's encouraged but not required.
  - Councilmember Glassco – I would like it to be reviewed by the attorney.

- Councilmember Kovach – The wording is confusing to read.
- Mayor Gravelle – We will Table it. **Add it to the next agenda.**
- Councilmember Sanderson – I withdraw my motion.
- Councilmember Rushton – I withdraw my motion.

**Motion Withdrawn.**

**NEW BUSINESS**

- A. Lift Station No. 1 Modifications Project Completion – **M / Rushton, S / Still;** to accept the Lift Station No. 1 Modifications project as complete.
- B. An Application to Vacate City Owned Right of Way and A Resolution Setting a Public Hearing to Consider and Application to Vacate City Owned Right of Way – **M / Tweedy, S / Wellein;** I move we adopt Resolution No. 903 setting a Public Hearing to consider said application to vacate city owned Right of Way for Wednesday, March 6, 2019 at 5:30pm.
- C. Grant County Election Department Ballot Drop-box Installation
  - Mayor Gravelle – They want to install the Ballot Drop-box by the Payment Drop-box for the City Hall. We have a concern that people will drop the payments into the Ballot Drop-box or vice versa.
  - Mayor Gravelle – Chief Cox please evaluate the library and school parking lots for potential installation spots.
- D. Cell Phone Towers
  - Mayor Gravelle – The attorney is opposed to it. Council will not take action on it.
- E. LLC recommendation to post a sign for Ordinary High Water Mark
  - Judith Gorman - It is the City's responsibility to post a sign stating, "this is the end of public property".
  - Judith Gorman - We can choose from a variety of different signs.
  - Mayor Gravelle – Darryl Piercy can you find out the budget, style and sizes for the sign and present it to us at the first meeting in March.
- F. City Website URL Purchase
  - Amy needs the city to pay her 300\$ for the URL.
  - Get more info from Amy.
- G. Lake Side Cottages
  - Clarified in previous discussion
- H. Semi Parking
  - Chief Ryan Cox – It's a deviation from the City Ordinance of where she wants to park her Semi. There's no in and out. The Semi is too heavy for the soft dirt roads.
  - Councilmember Glassco – We only have access for Trucks on Daisy Street. Maybe add Division and Maine.
  - Chief Ryan Cox – Semis will be hanging out of the parking spots on city streets.
  - Diana – Can I park there one more night, and ill find somewhere else to park it.
  - Chief Ryan Cox – Yes you can.

## **REPORTS OF CITY OFFICERS**

### **City Planner Darryl Piercy**

- Tommer is asking to be removed from the UGA. Council you can write letters with your opinions on that.
- City Planner Suggestion: Work with Tommer, we could offer him a lot more then county can. City Council should write a letter to Tommer saying they can work with him and that they you don't want him to leave the UGA.
- Mayor Gravelle – **Add Legal Review of Letter to Tommer to the next Agenda.**

### **City Clerk Autumn McHugo**

- I had ideas for where the city council meeting can take place:
  - HS Library – reached out to the Superintendent, still no answer back.
  - Senior Center – said no due to, too many activities going on Wednesdays.
  - Masquers Theater – will check their schedule when play rehearsals are.
  - City Library – I have a meeting to meet with them and see how much space there is.

### **Chief Ryan Cox**

- I just went to FBI training and background training classes.
- Officer Diaz will be leaving March 1<sup>st</sup> to EPD. We are still yet to get any applications. Other officers are working a lot of OT to cover Diaz's shift.
- The tow impound code has been approved through the attorney. It is only a 30 day hold if you have priors on your records. Since we passed this code we had no repeated offenders.
- SLPD is up to a 100 cases so far this year.
- SLPD does not deal with evictions, GCSO does.
- We chose ML towing to tow our cars because they comprise with citizens well.
- Diaz's position has been posted on CJIS/WASPC.

### **Chief Kirk Sheppard**

- 39 call this year so far, 19 were in the city. 17 EMS calls; and 2 fire alarms at the school.
- Me and my captain went to a training, that trains us how to manage and control mentally ill people when we arrive on scenes.
- Darryl Piercy and I addressed the issue with the plan that was submitted for the shoreline application. I would like to see an updated plan that is up to code.

## **COMMENTS**

Councilmember Wellein – Representative from Patty Murray came to Soap Lake. They talked about opening a veteran's facility.

Mayor Gravelle – I will not be here for the next council meeting.

Councilmember Wellein – I will not most likely be here next meeting either. We will need a Mayor Pro-Tem Tem.

**ADJOURNMENT**

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

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Raymond Gravelle, Mayor

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Lanie Babak, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 20, 2019

### CALL TO ORDER

Councilmember John Glassco called the regular council meeting to order at 5:30 pm.

### ROLL CALL

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

**M /John, S /Tweedy;** to excuse Mayor Gravelle, and councilmember Wellein. **Motion carried unanimously.**

City Staff Members Present: City Attorney Kennison, City Clerk Autumn McHugo, City Planner Darryl Piercy, Police Chief Ryan Cox and Administrative Assistant Lanie Babak

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – February 6, 2019
  - Claims EFTs & Claims #19073 – 19115 in the amount of \$281,331.66
  - Payroll EFTs & Claims #25718 – 25721 in the amount of \$32,971.57
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Award Construction Contract for 2019 Street Improvements
  - B. Surplus sales outside of normal sales (3 items)
  - C. An Ordinance Amending The City of Soap Lake Municipal Code Section 3.44.030 Titled "Occupations Subject To Tax—Amount"
  - D. Professional Services Agreement Between City of Soap Lake, Washington and Belenus Solutions, LLC For Consultant Services
- **REPORTS OF CITY OFFICERS**
- **NEXT ORDINANCE #1285; NEXT RESOLUTION #904**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

### MAYOR'S MESSAGE

The Shoreline Application got good input from the public. The Planner is dealing well with all the public comments.

Fire Chief Kirk Sheppard is a big supporter of Veterans and he has been in working with Patty Murry to open a Veterans Facility here in Soap Lake. We would like the Public's Support on this idea.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

#### **Lake Liaison Committee – Judith Gorman**

The next meeting is the second Monday of March at 7pm.

We are waiting for the next phase of the Shore line application.

### **PUBLIC COMMENT**

Marsha Nichart, 419 Maine Ave W – I would like to thank Chief Ryan Cox for shoveling the snow during the snow storm, he did a great job.

Judith Gorman, 207 S Gingko St. – We are currently looking for board members for our committee. They are looking at the 23 acres by McKay for possible Veterans Facility. We would like feedback from the public about the Veterans Facility idea.

### **OLD BUSINESS**

N/A

### **NEW BUSINESS**

- A.** Award Construction Contract for 2019 Street Improvements – **M / Rushton, S / Kovach**; To award the 2019 Street Improvement Project with Additive Item No. 2 to Selland Construction. **Three (3) for it (Still, Rushton and Sanderson), two (2) opposed (Tweedy and Kovach).**
- B.** Surplus sales outside of normal sales (3 items) – **M / Tweedy, S / Still**; To approve three (3) surplus sales to Huntleigh USA (5 vehicles), Soap Lake School District (1 vehicle), and Grant County Fire District #7 (1 Vehicle). **Motion carried unanimously.**
- C.** An Ordinance Amending The City of Soap Lake Municipal Code Section 3.44.030 Titled “Occupations Subject To Tax—Amount” – **M / Sanderson, S / Tweedy**; to accept the proposed ordinance amending the City of Soap Lake Municipal Code Section 3.44.030 Titled “Occupations Subject to Tax Amount”. **Motion carried unanimously.**
- D.** Professional Services Agreement Between City of Soap Lake, Washington and Belenus Solutions, LLC For Consultant Services
  - Councilmember Kovach – Will there be a compensation for him being HR?
  - Attorney Kennison - I am not sure.

- Glassco – Table it?
- Chief Cox – Yes he will be compensated an additional \$18,200 a year.
- Glassco – Table this. **Put on next agenda.**

E. \$300 Expenditure for URL – **M / Rushton, S / Tweedy**; to authorize the city to pay Happy Valley \$300 to maintain the City URL for an additional year. **Motion carried unanimously.**

## **REPORTS OF CITY OFFICERS**

### **City Planner Darryl Piercy**

- We can add more detail and stats to the UGA Tommer letter if you guys would like. The Tommer land will be developed under the City Standards. We should send this letter out under the Mayor's signature. **M / Rushton, S / Sanderson**; to authorize the Mayor to sign the UGA Tommer Letter upon attorney's review. **Motion carried unanimously.**
- The 1078 Shoreline Jurisdiction falls 200 ft landward. Anything outside the 1078 can be development land.
- The comment period for the shoreline application has ended. We have put the Developer on notice to have a specific line of 1078 identified. Once we get more info we'll open up another 14 day public comment period. Then SEPA will review the public comments.
- Councilmember Glassco – I would recommend that the public comment period begin on a council night meeting, that way we can make the public more aware.
- Planner Piercy – We could definitely do that.
- Planner Piercy – I would like to point out how much Soap Lake has changed over the last 10 years. We have been going in a great direction. It has a lot to do with great citizen participation and leadership.

### **Chief Ryan Cox**

- There was a water break on citizens side. We couldn't find the water valves had to us the 95 map to locate them.
- We would like to come up with city codes for snow removal for next winter. We also need to come up with some kind of announcement to notify citizens of when their street will be getting plowed so they can move their cars, so they don't get plowed in.
- Officer Diaz put in his two week notice. I am thankful for his service and hard work. There is now only three of us left, four counting our reserve. We are reaching out to county for coverage because the city could have a huge liability if we are over working the officers.
- If you complain on social media and not notify the cops about the situation that is not helping. Please call us so we can help with the situations.
- We have to figure out a way to get ahead of other agencies to prevent us from losing more officers to other agencies in the future.



**COMMENTS**

Councilmember Sanderson – The annual chamber fundraiser is coming up on March 9<sup>th</sup>. There will be a dinner and a silent auction. Local Businesses and citizens have donated things to be sold at the auction. The theme this year will be Soap Lake Centennial theme. It will be located at Gate 17. There is limited seating so buy your ticket now. Tickets are \$30.

Councilmember Kovach – We are doing a fun run this spring; the tickets have gone live and are now available to be purchased.

Councilmember Glassco – Can we get a report for the mineral water meters? I am worried people are not paying for the amount they are using.

**ADJOURNMENT**

**M / Still, S / Rushton;** to adjourn at 6:57 pm. **Motion carried unanimously.**

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John Glassco, Councilmember

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Lanie Babak, Administrative Assistant

# MINUTES FOR SPECIAL MEETING OF THE SOAP LAKE CITY COUNCIL

February 25, 2019

## CALL TO ORDER

Mayor Pro-Tem Wellein called the special council meeting to order at 1:30 pm.

## ROLL CALL

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

City Staff Members Present: City Attorney Kenison, Interim Finance Director Dillon, Treasurer Balentine via phone

## AGENDA ITEMS

### ➤ NEW BUSINESS

- A. Resolution Adopting a Schedule of Rates and Fees for Sewer Service
- B. Resolution Adopting a Schedule of Rates and Fees for Water Service

### ➤ ADJOURNMENT

## NEW BUSINESS

A: M) Tweedy; S) Rushton. Motion carried unanimously.

B: M) Rushton; S) Tweedy. Motion carried unanimously.

M) Glassco; S) Tweedy to add an Executive Session to the agenda. Motion carried unanimously.

At 1:35 p.m. the council went to an Executive Session for; 1) litigation; 2) performance of a public employee. Estimated time 30 minutes; 2:05 p.m. a 30 minute extension was requested; 2:35 p.m. a 30 minute extension was requested; 3:05 a 30 minute extension was requested. Executive session ended at 3:15 p.m.

## ADJOURNMENT

M/Rushton, S/Glassco; to adjourn at 3:15 p.m. Motion carried unanimously.

  
\_\_\_\_\_  
Steve Wellein, Mayor Pro-Tem

  
\_\_\_\_\_  
Karen K Dillon, Interim Finance Director

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 6, 2019

### CALL TO ORDER

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

### ROLL CALL

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

**All city council members present.**

City Staff Members Present: City Attorney Kennison, City Clerk Autumn McHugo, City Planner Darryl Piercy, Police Chief Ryan Cox, Fire Chief Kirk Sheppard, and Administrative Assistant Lanie Babak

### AGENDA ITEMS

- **CONSENT AGENDA**
- Regular Council Meeting Minutes – February 20, 2019
- Special Meeting of the Soap Lake City Council Minutes – February 25, 2019
- Claims EFTs & Claims #19116 – 19149 in the amount of \$40,026.89
- Payroll EFTs & Claims #25722 – 25736 in the amount of \$44,424.04
- A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- A Resolution Declaring Certain Personal Property Surplus And Authorizing the Sale and Or Disposal Thereof
- **MAYOR'S MESSAGE**
- **PUBLIC HEARING – AN APPLICATION CONSIDERING TO VACATE CITY OWNED RIGHT AWAY**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - Professional Services Agreement Between City of Soap Lake, Washington and Belenus Solutions, LLC For Consultant
- **NEW BUSINESS**
- Changing Signers on Banner Bank Account
- Administrative Assistant PD/City Hall Job Description
- Mineral Water Meter Update
- An Ordinance Amending the 2019 Budget of the City Adopted by Ordinance No. 2018-1235
- Scope of janitorial work

- REPORT OF CITY OFFICERS
- EXECUTIVE SESSION – POTENTIAL LITIGATION
- NEXT ORDINANCE #1286; NEXT RESOLUTION #906
- COMMENTS
- ADJOURNMENT

**CONSENT AGENDA**

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

**MAYOR'S MESSAGE**

Thank you Glassco for stepping in last council meeting as substitute Mayor.

Until further notice the council meetings will be taking place in the Smokiam Alternative School, possibly until the City Hall remediation is done.

Demolition work is going well in the City Hall. G&O estimates to be done in another week due to a change of order.

The Grant County Election Office sent us an error letter due to us putting the wrong dates of the elections. The issue has been corrected.

We got a 265,00 grant. This money will be used for sidewalks and the street lighting on division.

**PUBLIC HEARING – AN APPLICATION CONSIDERING TO VACTE CITY OWNDER RIGHT AWAY**

Open at: 5:43 PM

Closed at: 5:45 PM

**REPORT OF STANDING/SPECIAL COMMITTEES**

N/A

**PUBLIC COMMENT**

N/A

**OLD BUSINESS**

- A. Professional Services Agreement Between City of Soap Lake, Washington and Belenus Solutions, LLC For Consultant – **M / Sanderson, S / Rushton;** to accept the Professional Service Agreement Services Between City of Soap Lake, Washington and Belenus Solutions, LLC for Consultant for 6 months upon review. **Motion passed 4 to 3.** (For: Sanderson, Still, Kovach, Rushton; Against: Glassco, Wellein, Tweedy)

## **NEW BUSINESS**

- A. Changing Signers on Banner Bank Account – **M / Rushton, S / Sanderson**; to authorize changing signers at Banner bank, removing Dillon and adding McHugo and Balentine. **Motion carried unanimously.**
- B. Administrative Assistant PD/City Hall Job Description – **M / Rushton, S / Sanderson**; to approve the job description to hire a new administrative assistant for the Police Department/ City Hall. **Motion carried unanimously.**
- C. Mineral Water Meter Update –
- Councilmember Glassco – Autumn can you put the bid spec for the flow meters on the Soap Lake letter head so it can be updated and put out to bid.
  - Question was brought up for funds to have them installed and projected profit. City clerk to follow up on bid and information.
- D. An Ordinance Amending the 2019 Budget of the City Adopted by Ordinance No. 2018-1235 – **M / Rushton, S / Tweedy**; to Amend the 2019 Budget of the City Adopted by Ordinance No. 2018-1284. **Motion carried unanimously.**
- E. Scope of Janitorial Work – **M / Rushton, S / Still**; to approve the scope of Janitorial Work to be posted and to receive bids. **Motion carried unanimously.**

## **REPORTS OF CITY OFFICERS**

### **City Planner Darryl Piercy**

- The 14-day comment period for the shore-line project will begin tomorrow. Then it will go out to SEPA for review.
- I have not heard anything back from Tommer on the UGA sub-development plant yet.

### **City Clerk Autumn McHugo**

- I have sent out an ordinance for snow removal to council via email, please review.

### **Chief Ryan Cox**

- The Media Reports in front of you consists of 22 different calls in just 6 days.
- On Friday we had a pursuit involving myself, and Officer Nulph. It ended safely.
- We are currently looking for a new Admin Assistant.

### **Chief Kirk Sheppard**

- We had 50 calls. 20 ELS in the city. 1 Smoke investigation. 1 electrical hazard.
- There was a fire last night at 125 N Fern.
- We had a fatality fire last week.

- Me and several others went and took a public records class.

**EXECUTIVE SESSION:**

A. Potential Litigation

B. Performance of Public Employee and complaint against a Public Employee

- Start: 7:58 for - 15 minutes
  - Councilmember Glassco asked for 10 more minutes at 8:15
- End: 8:25

**COMMENTS**

N/A

**ADJOURNMENT**

M / Still, S / Glassco; to adjourn at 8:35 pm. Motion carried unanimously.

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Raymond Gravelle, Mayor

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Lanie Babak, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 20, 2019

### CALL TO ORDER

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

### ROLL CALL

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

**All city council members present.**

City Staff Members Present: City Attorney Kennison, City Clerk Autumn McHugo, City Planner Darryl Piercy, Police Chief Ryan Cox and Administrative Assistant Lanie Babak

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – March 6, 2019
  - Claim EFTs & Claims #19150 – 19178 in the amount of \$122,179.74
  - Payroll EFTs & Claims #25537 – 25742 in the amount of \$30,448.01
  - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
  - Tourism Committee – Tourism funds available for 2019
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. License Agreement State of WA ballot box
  - B. An Ordinance Vacating a Certain Portion of City Owned Right of Way
- **NEW BUSINESS**
  - A. Special Event Permit Application for Highrollers (Grant County Fire District 7 Auxiliary) Annual Easter Egg Hunt
  - B. Snow Removal Ordinance
  - C. Lease Agreement for 2017 Tahoe
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1287; NEXT RESOLUTION #906**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

Councilmember Rushton – I would like to call an executive session for a complaint against a public official. **M / Rushton, S / Glassco;** to go into executive session for a complaint against a public official. **Motion carried unanimously.**

### **MAYOR'S MESSAGE**

Update on the City Hall – They have found asbestos inside the ceiling and walls. We are working on ways to get it removed.

We had a great turn out for the Centennial Meeting at the Soap Lake School. There was 24 people that showed up, and it lasted for over an hour.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

**LLC Committee** – We were disappointed with the quality of the resubmission of the material for the shoreline application. We are all in favor of this project, but it needs to be done to the sensitivity of the shore-line. The application was submitted inadequate and poorly completed. I know this is our first time dealing with this kind of application, but I am sure with time we'll get better. The storm water plan that was submitted was not upgraded to the site plan. We couldn't give accurate/ thorough feedback because it was so poorly submitted. We want to know where does the application go from here? We would like more specific details and clarifications.

**Centennial Committee** – We are looking for volunteers for our committee. There are plenty of events and project coming up that we will be doing. Events and projects throughout the year will be updated on our website. Also, please turn in your permits in on time that would be greatly appreciated. June 9<sup>th</sup> will be our Proclamation Day.

**Tourism Committee** – We have \$35,000 in our fund. The committee needs to get together to discuss this fund, for our upcoming events. We will be meeting Tuesday 26<sup>th</sup> at 4pm at the library.

**Policy Committee** – We had talked with Jeff Balentine about his contract overlapping with our committee, we are sorting it out. Also we have reviewed the snow ordinance removal we have a few questions on it.

### **PUBLIC COMMENT**

Nels Borg, 614 Main Ave E – We would like to resurrect the Lava Links Golf Course. It is looking a bit neglected. We are looking for volunteers to come out April 6<sup>th</sup> at noon to help clean it up.



## OLD BUSINESS

- A. License Agreement State of WA ballot box – **M / Rushton, S / Kovach**; to pass the license agreement with Grant County Election Department for installation of ballot box, to be located at the City Hall. **Motion carried unanimously.**
- B. An Ordinance Vacating a Certain Portion of City Owned Right of Way – **M / Glassco, S / Tweedy**; to approve Ordinance No. 2019 – 1287 Vacating a Certain Portion of City Owned Right of Way. **Motion carried unanimously.**

## NEW BUSINESS

- A. Special Event Permit Application for Highrollers (Grant County Fire District 7 Auxiliary) Annual Easter Egg Hunt – **M / Rushton, S / Glassco**; to approve the Highrollers Special Event Permit Application for the Annual Easter Egg Hunt at Paul Lauzier Community Park. **Motion carried unanimously.**
- B. Snow Removal Ordinance –
  - Councilmember Tweedy: The Policy Committee needs to go over it more. Table it.
  - Mayor – We will leave it open, until reviewed by the policy committee.
- C. Lease Agreement for 2017 Tahoe – **M / Rushton, S / Wellein**; to authorize Mayor Raymond Gravelle to sign the lease with First Government Lease. **Motion carried unanimously.**

## REPORTS OF CITY OFFICERS

### **City Planner Darryl Piercy –**

- I am working on abating pre-properties in town, such as tear down homes. It will cost about \$300/500 per house – **M / Glassco, S / Wellein**; to approve an expenditure of \$500 for title research for abating properties. **Motion carried unanimously.**
- **Councilmember Glassco** – add to the next Agenda, talk about the school.
- Comment period ends tomorrow at 5 pm for the Shoreline Application, then it will go out to SEPA for review. They will take action on any concerning comments they find to be true. Th hearing examiner will have the final say .
- **Mayor Gravelle** – Please add hearing examiner to the next agenda.

### **Chief Ryan Cox –**

- The DEA is doing their drug pick-up on April 27<sup>th</sup>.
- Snow tires come off April 1<sup>st</sup>.
- SLPD has car seats that we can assist with purchasing.
- Just a reminder golf carts have to be inspected by SLPD.

- March 29<sup>th</sup> – you will see our officers patrolling everywhere in Grant County.
- The Friday we are interviewing for a new officer to replace Nicolas Diaz.
- Next Wednesday we are interviewing for a new admin to replace Lanie Babak.
- We have 291 cases this year so far.
- Officer Nulph helped escort the fallen Deputy for Kittitas County to the Coroners officer.
- The rest of my officer helped escort him back to Kittitas, today.
- If you have not watched the Documentary “Seattle is Dying” please watch it. It is very eye opening.

**City Clerk McHugo –**

- No report.

**EXECUTIVE SESSION:**

Performance of Public Employee and complaint against a Public Employee

- Start: 7:01 PM for - 10 minutes
- End: 7:11 PM

**COMMENTS**

Councilmember Kovach – Can I post more contact information on the city website to make it easier for people to get in touch with staff and council?

- Attorney Kennison – Too much exposure of contact info, would lead to more public records.

Councilmember Sanderson – Autumn has the URL for the city website been dealt with?

- Autumn McHugo – I have not looked into it yet, it is on my to do list.

**ADJOURNMENT**

**M / Glassco, S / Rushton; to adjourn at 7:12 pm. Motion carried unanimously.**

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Raymond Gravelle, Mayor

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Lanie Babak, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 3, 2019

### CALL TO ORDER

Mayor Gravelle called the regular council meeting to order at 5:51 pm. Location was moved to SL High School cafeteria, unable to open Smokiam Alt. School door.

### ROLL CALL

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

**All city council members present.**

City Staff Members Present: City Attorney Kennison, City Clerk Autumn McHugo, City Planner Darryl Piercy, Police Chief Ryan Cox, Fire Chief Kirk Sheppard, and Administrative Assistant Jody Siebert

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – March 20, 2019
  - Claim EFTs & Claims #19179-19203 in the amount of \$84,860.21
  - Payroll EFTs & Claims #25743-25753 in the amount of \$31,497.26
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Special Event Permit Application-Soap Lake Fun Runs
  - B. Authorizing credit card to be issued to city clerk
  - C. Hearing Examiner
  - D. Changing authorized signers on Banner Bank Accounts
  - E. Raise Reserve And Provisional Pay
  - F. Washington Association of Sheriffs and Police Chiefs
  - G. City Hall Update
  - H. Project Status Update
  - I. Storm Water Plan
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1288; NEXT RESOLUTION #907**
- **COMMENTS**
- **ADJOURNMENT**

## CONSENT AGENDA

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

## MAYOR'S MESSAGE

To accommodate out of town presentation presenters, he would like to move agenda items (H) and (I) to the top of the agenda. Also, add agenda item (J) unsolicited property offer.

**M/Rushton, S/Tweedy;** to move agenda items (H) Project Status Update and (I) Storm Water Plan to the beginning of the agenda. And, also to add (J) Unsolicited Property Offer to the agenda. **Motion carried unanimously.**

Started by thanking everyone for their patience as tonight's meeting location was moved at the last minute.

Reminder on upcoming events. First, the Bonny Guitar Memorial will be on April 6<sup>th</sup> at 3pm at the Las Brisas Conference Center. And, the Centennial Fun Run is scheduled for April 27<sup>th</sup>. You can pick up a registration at City Hall or register on-line.

He recently attended CDBG workshop training. Focus was on community development and block grant funding for city neighborhoods, affordable housing and job creation.

Brief update on RCO grant: it was received and funding is approved. This is for the basketball court at Smokiam Park.

The City of Soap Lake is featured in the Eastern Washington Vacation & Travel Planner.

Reminder that city road restriping will start soon.

Spring Cleaning dates will be May 1-31 at two locations: across from the Senior Center and at Public Works.

Retreat time and location were discussed. It was decided to be held on Monday, May 20<sup>th</sup>, at 1:00 pm at Cloud View. City Clerk McHugo was asked to make arrangements and send out email reminders.

## REPORT OF STANDING/SPECIAL COMMITTEES

Council Member Kat Sanderson Tourism Committee:

A total of \$24,500. has be allocated from \$39,300. to six requestors as follows-

\$2000. – Suds and Sun Run

\$4000. – Soap Lake Visitor Center Staff

\$4000. – Soap Lake Hydroplane Regatta

\$2500. – Masquers Theater

\$500. – Coulee Corridor Consortium

\$12,000. – Soap Lake Centennial Celebration

This leaves \$14,800. In reserve funds.

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

Centennial Committee:

Discussion on how to pay for expenses. One suggestion was to use a prepaid credit card.

Current focus is on upcoming Fun Run, with a reminder that participants will be on the roadways during event.

Vigorous discussion followed about limits to use funds on advertising only or if Chamber logo needed to be included on items. The Mayor suggested that this matter could be worked out during the next committee meeting. All agreed.

**M/Rushton, S/Sanderson;** to discuss using funds at next committee meeting. **Motion carried unanimously.**

#### **PUBLIC COMMENT**

Mr. Leonard Kosatka, 47 Cherry St. S., advised the council members that he was upset about receiving a fine for \$249. to have his residential water turned on. He explained that he spends the winter months in Oregon and had made arrangements with the City to have the water turned on upon his arrival last week back to Soap Lake. When he arrived, his water was not on. The next day, when he went to the City, the clerk was rude. He has submitted a complaint form. He would like the council to consider waving the fine as he is on a fixed income and believes the amount is excessive.

#### **OLD BUSINESS**

N/A

#### **NEW BUSINESS**

- A. Storm Water Plan – Project Manager, Nancy Wetch, and her associates gave a power point presentation summarizing the drafted plan. The drafted plan is 90% complete. During the study, three main areas for storm drain runoff were identified. Two different design options were presented. Following the presentation, the Mayor asked several questions and Ms. Wetch answered. The Mayor wanted to know how to move the process forward. Ms. Wetch said there are basically four steps. First, to submit the Storm Water Plan to the Dept. of Ecology. Second, she advised the City to decide on funding for the project. Prior discussion had suggested grant funding from the Dept. of Ecology. Third, the City should discuss and finalize their decision on budget and design. The last step is for Ms. Wetch to write and apply for a grant. The timing for the grant process should start in October. City Council members were asked to make comments. Council Member Glassco expressed the importance of preserving Soap Lake as it is unique and contributes to the City's economy. Council Members Wellein and Tweedy have concerns about funding. They would rather have the City apply for grant funding rather than pass cost onto citizens as a utility fee. Ms. Wetch would like to submit final plan to the Dept. of Ecology by June, so the final draft will be submitted to the council before that. Mayor requested that this item, (I) Storm Water Plan be added to the May 1<sup>st</sup> agenda.
- B. Project Status Update – Ms. Wetch reviewed all City projects in summary. This summary is attached to the agenda.
- C. City Hall Update – Ms. Wetch summarized progress on this project. Mold, rodent and asbestos remediation has been completed. The final walk through before construction starts should happen soon. Construction plans are being finalized and should begin this summer, with project complete by the end of the year.

- D. Special Event Permit Application, Soap Lake fun Runs – **M/Sanderson, S/Glassco**; to approve the Special Event Permit Application for the Soap Lake Centennial Committee and Soap Lake Chamber of Commerce “Celebrate Soap Lake Fun Runs”. **Motion carried unanimously.**
- E. Authorizing credit card to be issued to city clerk – **M/Sanderson, S/Rushton**; to authorize a Banner Bank credit card with a credit limit of \$5000. Be issued to Soap Lake City Clerk Autumn McHugo. **Motion carried unanimously.**
- F. Hearing Examiner – Darryl Piercy explained that Mr. Andrew Kottkamp has accepted this position and City Attorney Kenison has reviewed the contract. **M/Rushton, S/Still**; to authorize the Mayor to sign Professional Services Agreement for Hearing Examiner. **Motion carried unanimously.**
- G. Changing authorized signers on Banner Bank Accounts – **M/Sanderson, S/Kovach**; to change authorized signers on Banner Bank accounts ending in 0246, 3520 and 4221 by removing Eastabrooks and Dillon and adding McHugo and Balentine. **Motion carried unanimously.**
- H. Raise Reserve and Provisional Pay – **M/Glassco, S/Rushton**; to approve raising pay on reserves and provisional police officers to \$25.00 an hour with no paid benefits. **Motion carried unanimously.**
- I. Washington Association of Sheriffs and Police Chiefs – **M/Kovach, S/Glassco**; to submit invoice to WASPC by May 10, 2019 enabling receipt of Traffic Safety Equipment Grant funds. **Motion carried unanimously.**
- J. Unsolicited offer to purchase land – **M/Glassco, S/Sanderson**; to Disapprove the unsolicited offer by 4Gland, LLC, to purchase the 120 acres of land owned by the City of Soap Lake located in the area generally known as High Hill. **Motion to Disapprove carried unanimously.**

#### **REPORTS OF CITY OFFICERS**

##### **City Planner Darryl Piercy**

Advised the Council that a representative from the FFA school program will be bringing a formal request soon asking that students be allowed to bring their FFA animals onto school grounds. He also wanted everyone to be aware of increased surveying activity along the shoreline areas, as there is increasing interest in this property.

##### **Chief Kirk Sheppard**

There were 25 calls for service last week, 23 for EMS and 2 structure fires. He has received two applications for fireworks permits. The Mini Storage Unit on Main St. has many code violations. The Mayor is asking him to proceed with issuing violations on this property.

##### **Chief Ryan Cox**

Introduced new Administrative Assistant Jody Siebert. There is one new hire officer, Trevor Jones. He has a start date of May 1<sup>st</sup>. Officers will be participating in county wide distracted driving emphasis. There were 62 calls for service in the last two weeks. The Dept. of Health will be providing a Needle Exchange Program, which will be set up behind the Food Bank and currently operate on Thursdays. Volunteer Harold Ross will be helping with code enforcement again. Council member Wellein asked if the new hire would only be handling code

enforcement and animal calls. The Chief explained that to better serve the community, all officers will be involved with this enforcement.

**City Clerk Autumn McHugo**

The summer rates for camping are in affect. Every camper should have a display tag for the length of their stay. Costco brought flyers by if anyone is interested in membership. Residents have inquired about permanent volleyball nets. The Mayor asked that they bring a proposal to Council. Amy McGuffin was contacted and has provided URL login information allowing accounts to be switched over to City Clerk McHugo. Grant County elections allow for the voter box to be open 19 days per election, up to 120 days per year.

**M/Tweedy, S/Glassco;** to allow voter box to be open 19 days per election, up to 120 days per year. **Motion carried and approved unanimously.**

**Next Ordinance #1288; Next Resolution #907**

**COMMENTS**

N/A

**ADJOURNMENT**

**M /Kovach, S /Wellein;** to adjourn at 7:56 pm. **Motion carried unanimously.**

\_\_\_\_\_  
Raymond Gravelle, Mayor

\_\_\_\_\_  
Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 17, 2019

### CALL TO ORDER

Mayor Pro Tem Wellein called the regular council meeting to order at 5:30 pm.

### ROLL CALL

Council members present: Mayor Pro Tem Wellein, Tweedy, Glassco, Sanderson, Kovach, Still

**M/Glassco, S/Tweedy;** to excuse Mayor Gravelle and Council Member Rushton. **Motion carried unanimously.**

City Staff Members Present: City Attorney Kennison, Interim City Finance Clerk Dillon, City Planner Darryl Piercy, Police Chief Ryan Cox, Fire Chief Kirk Sheppard, and Administrative Assistants Jody Siebert and Lanie Babak

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – April 3, 2019
  - Claim EFTs & Claims #19204-19254 in the amount of \$167,078.64
  - Payroll EFTs & Claims #25754-25760 in the amount of \$53,824.85
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Surplus Sale to Toppenish PD
  - B. Municipal Code Chapter 2.14
  - C. Job Description for Clerk/Treasurer/Finance
  - D. Prothman Recruitment Agency
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1288; NEXT RESOLUTION #907**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

**M / Wellein, S / Tweedy;** to accept the consent agenda with the addition of Item (E) An Ordinance of the City of Soap Lake, Washington, Creating A New Chapter 9.18 Titled "Camping"  
**Motion carried unanimously.**



## MAYOR'S MESSAGE

Given by Mayor Pro Tem Wellein: He encouraged the community to stay active and be involved in local government. Gave a reminder that there will be several openings on the City Council this year. Those interested in applying can do so May 13-17<sup>th</sup>. Also, volunteers will be out cleaning up the Community Garden.

## REPORT OF STANDING/SPECIAL COMMITTEES

Judith Gorman, from the Lake Liaison Committee, presented the committee's recommendation to the City council in reference to the City's draft storm water plan proposed by Gray & Osborne. See attachments.

**M/Wellein, S/Glassco;** for the Council to forward the comments from the Lake Liaison Committee to Gray & Osborne. **Motion carried with Sanderson and Still voting against.**

Councilmember Glassco reminded everyone that this matter is time sensitive with pending deadlines. He hopes that Gray & Osborne will approve the final plan and then the City could attend an August 14<sup>th</sup> Stormwater Workshop.

## PUBLIC COMMENT

Mr. John Glassco, 25 Cherry St., encouraged everyone from the public and the City Council to comment on the Stormwater Plan.

## OLD BUSINESS

N/A

## NEW BUSINESS

- A. Surplus Sale to Toppenish PD – **M/Sanderson, S/Still;** approve selling a 2013 Ford Explorer Utility to Toppenish Police Department in the amount of \$26,000. **Motion carried unanimously. M/Kovach, S/Wellein;** to draft Resolution #907 approving the sale of 2013 Ford Explorer Utility to Toppenish Police Department for the amount of \$26,000. **Motion carried unanimously.**
- B. Municipal Code Chapter 2.14
- C. Job Description for Clerk/Treasurer/Finance
- D. Prothman Recruitment Agency

These three agenda items (B, C, D) were combined in discussion that took place between all City councilmembers, City Attorney and City Interim Finance Clerk. City needs to decide on correct job title/job description for position that needs to be filled. Attorney Kennison encourages the City to look at hiring Interim City Administrator that could give the City an assessment review of the City's current employment needs. Discussion on these agenda items will be continued on to Monday, April 22 at 3:30 pm at the Smokiam Alternative High School.

- E. An Ordinance of the City of Soap Lake, Washington, Creating A New Chapter Titled "Camping" – **M/Sanderson, S/Tweedy;** to pass Ordinance #1288 – An Ordinance of the City of Soap Lake, Washington, Creating a New Chapter 9.18 Titled "Camping". **Motion carried unanimously.**

## REPORTS OF CITY OFFICERS

**City Planner Darryl Piercy**

Shoreline permit is ongoing. He has received many comments from the public and welcomes anyone wishing to express their concerns. He is waiting for Tommer to respond.

**Chief Kirk Sheppard**

So far for April, there has been response to 70 EMS and 8 fire calls for service, of which 23 EMS calls and 2 fire calls were in the City. He has also been advised of people sleeping in Paul Lauzier Park after the 10 pm closing time.

**Chief Ryan Cox**

There were 88 calls for service over the last two weeks, including several warrant arrests. Mr. Ross, code enforcement volunteer, will be assisting the Chief this week citing some properties. City camera system is a valuable asset, providing strategic coverage of city entry and exit routes. Chief Cox said that during last Thursday's Needle Exchange program, over 1,000 needles were brought in.

**City Interim Finance Clerk Karen Dillon**

May 1<sup>st</sup> City Council Meeting will be addressed by either Karen or Anita. Please direct agenda items their way.

**Next Ordinance #1289; Next Resolution #908**

**COMMENTS**

Councilmember Kovach advised of upcoming webinar on May 22<sup>nd</sup> hosted by MRSC, topics will include affordable housing and homelessness.

Councilmember Sanderson expressed concern over people taking mud from Soap Lake. She would like sign posted with ordinance and associated fine listed.

**ADJOURNMENT**

**M /Glassco, S /Wellein;** to NOT adjourn at 7:10 pm, but to continue the council meeting until Monday, April 22<sup>nd</sup> at 3:30. Location will be Smokiam Alternative High School, 120 main Ave E., Soap Lake, WA. **Motion carried unanimously.**

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Raymond Gravelle, Mayor

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Jody Siebert, Administrative Assistant

April 17, 2019 City Council Meeting Reconvened at 3:32 p.m. Monday, April 22, 2019

In attendance: Mayor Gravelle, Council Members Tweedy, Sanderson, Still, Glassco, Kovach attended telephonically, Interim Finance Director Dillon, Chief Cox, Attorney Kenison

Agenda Items:

- B. Municipal Code Chapter 2.14 – M/Tweedy, S/Still to establish a new position, in a combined roll, titled City Administer/City Clerk, motion passed unanimously. Attorney Kenison will bring an ordinance to the May 1, 2019 council meeting
- C. Job Description for Clerk/Treasurer/Finance – M/Sanderson, S/Glassco to accept the job description with suggested re-writes for a City Administer/City Clerk and establishing a salary range of 60-80k, motion passed unanimously.
- D. Item failed, no motion.

Adjournment

There being no further business of the council; M/Still, S/Glassco to adjourn at 5:20 p.m., motion passed unanimously.

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 1, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Tweedy, Sanderson, Wellein, Kovach, Rushton, Still

City Staff Members Present: City Attorney Kenison, City Planner Darryl Piercy, Police Chief Ryan Cox, Fire Chief Kirk Sheppard, Interim Finance Director Dillon

### AGENDA ITEMS

➤ **CONSENT AGENDA**

Regular Council Meeting Minutes – April 17, 2019

Claims EFTs & Claims #19255 – 19282 in the amount of \$54060.68

Payroll EFTs & Claims #25761 – 25771 in the amount of \$26529.56

➤ **MAYOR'S MESSAGE**

➤ **REPORT OF STANDING COMMITTEES**

➤ **REPORT OF SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

➤ **NEW BUSINESS**

A. Special Event Permit Application for the “Great Soap Lake Adventure Paddle”

B. Public Access Sign

C. An Ordinance creating a City Administrator/ City Clerk Position

D. Amend Job Description for Seasonal Park Maintenance Employee

E. Special Event Permit Application for the “Soap Lake Hydro Regatta” Seattle Drag Ski Sprint Boat Association

F. Centennial Banner for Hwy 17

➤ **REPORTS OF CITY OFFICERS**

➤ **NEXT ORDINANCE #1289; NEXT RESOLUTION #908**

➤ **COMMENTS**

➤ **ADJOURNMENT**

**M/Rushton, S/Wellein to excuse Glassco. Motion carried unanimously.**

### CONSENT AGENDA

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

### MAYOR'S MESSAGE

Note from State Representative Keith Goehner congratulating the city on the signed agreement with Ecology for Stormwater Financial Assistance.

Grant County Board of Commissioners notified the city that they cannot offer fire investigation services to the city.

Fun Run was a great success, thanked all who made it happen.

## **REPORT OF STANDING/SPECIAL COMMITTEES**

### **Centennial Committee**

The Fun Run had 48 contestants, was well organized, great volunteer turnout, great time had by all. Reminder that the Centennial Proclamation Day is June 9, 2019.

### **PUBLIC COMMENT**

Michelle Agliano, 37 Hemlock N – food bank newsletter is available, always looking for volunteers at the food bank.

Bill Gardner, 621 W Main – what are final landscaping plans for Gingko, concerned that the planters will be too close to the edge of his driveway and will not allow him to back his RV in; will the landscaping gravel be provided; will the street be straight or curvy, concerned about school buses and snow removal.

Allison Gooding, 110 Elder N – concerned that semi-truck parking on the highway is not the best solution, is there a short term solution; what improvements are scheduled for Elder street.

Marsha Neihart, 419 W Main – the climbing wall that was started at the entrance of the Boy Scout Camp is not being use, the concrete anchor blocks that were installed are unsightly.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

- A. Special Event Permit Application for the Great Soap Lake Adventure Paddle – **M / Sanderson, S / Still**; to approve the permit. **Motion carried unanimously.** Chief Cox reminded them to contact GC Marine Unit for approval as the event will be on the water.
- B. Public Access Sign – **Item failed, no motion. Discussion.**  
**M/Sanderson, S/Still** to have signs made that state “City of Soap Lake Park Boundary. Private Property Beyond This Point.” **Motion carried unanimously.**
- C. An Ordinance Creating City Administrator/City Clerk Position – 3 ordinances presented
  - An Ordinance of the City of Soap Lake, Washington, Repealing Chapter 2.14 Titled “City Clerk and City Treasurer” and Creating a new Chapter 2.14 titled “City Clerk-Treasurer”  
**M/Kovach, S/Still to accept the Ordinance. Motion carried unanimously.**
  - An Ordinance of the City of soap Lake, Washington, Amending Section 2.10.020 Titled “Department Heads-Enumerated”  
**M/Kovach, S/Still to accept the Ordinance. Motion carried unanimously.**
  - An Ordinance of the City of Soap Lake, Washington, Creating a New Chapter Titled “City Administrator”  
**M/Kovach, S/Tweedy to accept the Ordinance. Discussion. Motion Amended.**

**M/Kovach, S/Tweedy to accept the Ordinance with an amendment to 2.12.060 Residency.** Replace “The city administrator must reside within a fifteen minute response time to the city.” With “The city administrator need not be a city resident.”  
**Motion carried unanimously.**

- D. Amend Job Description for Seasonal Park Maintenance Employee  
**M/Still, S/Kovach; to accept. Motion carried unanimously.**
- E. Special Event Permit Application for the “Soap Lake Hydro Regatta”  
**M/Sanderson, S/Rushton to accept. Motion carried 5-1.**
- F. Centennial Banner for Hwy 17  
**M/Rushton, S/ Kovach to order the banners from Marshall’s Signs. Motion carried 5-1.**

## **REPORTS OF CITY OFFICERS**

### **City Planner Darryl Piercy**

- Person building cottage houses has reduced scope by 1 cottage to accommodate shoreline plan, new site plan will be presented for community comments soon.

### **Chief Kirk Sheppard**

- 35 calls, 16 were in the city. 12 EMS calls.
- 2 probationary fire fighters will be fully trained within about 10 days
- 2 more firefighter will be on board soon
- 180 calls so far in 2019, calls have increased with annexation of the City of Soap Lake

### **Chief Ryan Cox**

- 83 calls in the last 2 weeks, 540 for the year, city can expect an increase in MACC fees in 2020
- Volunteer Code Enforcement Office Ross is back and is actively issuing violation letters, 25 properties contacted so far
- PD participated in county wide, real life shooting scenarios, from DV to traffic stops to mass casualty. PD will participate any time this training is offered.
- New officer started, is in reserve academy right now, after graduation he will be enrolled in the law enforcement academy.

### **Interim Finance Director Dillon**

Attended WCIA full board meeting and training. Discussion of Interlocal Agreements, keeping property values current and accurately reported to WCIA, council training, negligent hiring practices.

## **COMMENTS**

Chief Sheppard – Easter Egg Hunt at Lauzier Park was a great success, park got a lot of exposure, great turnout, positive comments on the new park.

Attorney Kension – advised city to locate and keep all manual on the new playground equipment at Lauzier Park.

Council Member Still – will there be further public meetings for Ginkgo street improvements

Council Member Sanderson – GC Tourism, where will the kiosk be located at Smokiam Park; “Centennial” will incorporated into the Hydro advertising, will be on the boat in the adverts

Interim Finance Director Dillon – requested the city assign one person at city hall to be point of contact for all tourism related questions, event applications, tourism funding applications.

**ADJOURNMENT**

**M / Sanderson, S / Tweedy;** to adjourn at 7:09 pm. **Motion carried unanimously.**

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Raymond Gravelle, Mayor

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Karen K. Dillon, Interim Finance Director

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 15, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Glassco, Sanderson, Kovach

**M/Sanderson, S/Rushton;** to excuse Council member Still, City Planner Piercy and Chief Cox.  
**Motion carried unanimously.**

City Staff Members Present: City Attorney Kenison, Interim City Finance Clerk Dillon, and Administrative Assistant Jody Siebert

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – May 1, 2019
  - Claim EFTs & Claims #19283-19339 in the amount of \$303,168.94
  - Payroll EFTs & Claims #25772-25779 in the amount of \$61,024.05
  - 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**
- **NEW BUSINESS**
  - A. Soap Lake School District – New Alternative School
  - B. American Legion Auxiliary
  - C. AWC Drug and Alcohol Consortium
  - D. Office Assistant Job Description
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1292; NEXT RESOLUTION #908**
- **EXECUTIVE SESSION - LITIGATION**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA



Council member Glassco questioned amount paid for street sweeper repairs, Interim finance Clerk Dillion clarified that sweeper was purchased used.

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

### MAYOR'S MESSAGE

The USDA Loan Grant Phase 2 requires the City to have interim financing. The City is working with Banner Bank to finalize the bond process and hopes to have a resolution by next council meeting.

Had a meeting this week with Gray & Osborne and Selland Construction.

Reminded council members of upcoming Retreat, scheduled for Monday, May 20<sup>th</sup>.

Met with the new Camp Host, Carol and Les. Very glad to have them at the campground this year and encouraged council members and residents to go and meet them.

### REPORT OF STANDING/SPECIAL COMMITTEES

Centennial Committee: Tourism development proposal and application for funding from the City of Soap Lake for year 2019. Centennial Celebration Proclamation Day and Picnic is scheduled for June 9, 2019. Events include local vendors, Chamber of Commerce information table, music performance by Soap Lake Students and BBQ.

### PUBLIC COMMENT

Ms. Michelle Agliano, 37 Hemlock S: There will be a food drive for the Food Bank at Akins May 24-25.

### OLD BUSINESS

N/A

### NEW BUSINESS

- A. Soap Lake School District – New Alternative School: Superintendent, Sunshine Pray, talked about the New Alternative School, RISE Academy, starting this fall. New curriculum will offer students a chance for mentorship/internship opportunities in the community.
- B. American Legion Auxiliary - Auxiliary members will be distributing Poppies from May 17<sup>th</sup> through May 27<sup>th</sup>. "The Poppy serves as tribute to the lives lost in wars and conflicts, as well as honoring living veterans."
- C. AWC Drug and Alcohol Consortium – **M/Rushton, S/Glassco;** to enroll in AWC's Drug and Alcohol Consortium. **Motion carried unanimously.**
- D. Office Assistant Job Description – **M/Tweedy, S/Kovach;** to accept the job description for an office assistant at city hall, thereby creating an open position. **Motion carried unanimously.**

### REPORTS OF CITY OFFICERS

#### **City Interim Finance Clerk Karen Dillon**

Has received only two applications for the City Administrator position, currently being advertised for by the City. She has reached out to many regional City Deputy Clerks but has not heard back from any.

**Code Enforcement Volunteer Harold Ross**

Actively looking for code violations and conducting residential security checks. He has followed up on 5 warnings. He is currently working on 7 complaints, researching landowners through the City records and County Auditor’s Office and documenting all with photographs. Follow up will be conducted with Soap Lake Officer. He received a “thank you” from council members and residents.

**City Attorney Kenison**

Would like to know the direction the Council would like her to go with the proposed lease from Healing Waters Property Development.

After much discussion, it was decided to “table” this item for next council meeting, giving time for the Food Bank and City to explore different options.

**M/Rushton, S/Sanderson;** to table discussion and bring back to next council meeting as to whether the City should move forward with lease agreement with Healing Waters Property Development. **Motion carried unanimously.**

**Next Ordinance #1292; Next Resolution #909**

**Executive Session** – Litigation

Session started at 6:25 pm with City Attorney Kenison asking for 10 minutes.

At conclusion, City Attorney Kenison asked for 5 minutes to be added.

At conclusion, Council Member Glassco asked for 5 minutes to be added.

Conclusion at 6:45 pm

**COMMENTS**

N/A

**ADJOURNMENT**

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

\_\_\_\_\_  
Raymond Gravelle, Mayor

\_\_\_\_\_  
Jody Siebert, Administrative Assistant

**SOAP LAKE CITY COUNCIL RETREAT**

**Monday, May 20, 2019 @ 1:00 P.M.**

Meeting convened at 1:00 pm.

In attendance: Mayor Gravelle, Kat Sanderson, Joann Rushton, John Glassco, Deb Still, Dave Tweedy, Alex Kovach, Interim Finance Director Karen Dillon, Police Chief Ryan Cox

Council discussed priorities, goals and objectives for 2019-2020.

Meeting adjourned @ 2:30 p.m.



Raymond Gravelle, Mayor



Karen K. Dillon, Interim Finance Director

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 5, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Glassco, Sanderson, Kovach and Still

City Staff Members Present: Police Chief Cox, Fire Chief Sheppard, City Planner Piercy, City Attorney Kenison, Interim City Finance Clerk Dillon, and Administrative Assistant Siebert

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – May 15, 2019
  - City Council Retreat Minutes – May 20, 2019
  - Claim EFTs & Claims #19340-19380 in the amount of \$80,892.75
  - Payroll EFTs & Claims #25780-25796 in the amount of \$49,475.69
  - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **PUBLIC HEARING**
  - A. Surplus of Public Works Vehicle
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Lease with Healing Waters Property Development
- **NEW BUSINESS**
  - A. An Ordinance of the City of Soap Lake, Washington, Amending Chapter 10.32 Titled "Parking"
  - B. Sergeant Position
  - C. Sergeants Proposed Compensation
  - D. Live Nation Contract
  - E. Revised Budget for Centennial Committee
  - F. Tourism Development Proposal & Application for Funding Soap Lake Proclamation Day and Picnic
  - G. Special Event Permit Application: Suds n Sun
  - H. Fireworks Permit – Soap Lake School District
  - I. Fireworks Permit – J&M Food Bank

- J. Interim Financing for USDA RD Projects – Water Distribution Improvements and Phase II Sewer Improvements
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1292; NEXT RESOLUTION #908**
- **EXECUTIVE SESSION - LITIGATION**
- **COMMENTS**
- **ADJOURNMENT**

### **CONSENT AGENDA**

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

### **PUBLIC HEARING**

Started at 5:33

Attorney Kenison explained purpose of Public Hearing.

No comments.

Ended at 5:35

### **MAYOR'S MESSAGE**

The road project on Division St. is underway.

RISE Academy will host a BBQ open house on Friday from 12:15 to 2:00 at the Smokiam Alternative High School.

The Chamber has a new president, Deb Noah. Will be working to engage tourism and update website.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

Smokiam Committee: Would like to proceed with landscaping designs. Will have meetings in August and September to finalize design and would like public input. Mayor said for now this project would be taken offline and will be part of the 2020 budget.

Centennial Committee: Many upcoming events planned and projects in the works. Proclamation Day will be on Sunday and there will be a community photo taken to commemorate the event. Upcoming events: Hydro races, Suds n Sun, Soap Lake paddle adventure and Winterfest.

Lake Liaison Committee: Reminder that committee meets every 2<sup>nd</sup> Monday at the Senior Center at 4:00.

### **PUBLIC COMMENT**

Ms. Marsha Neihert, 419 Main Ave. W : RISE Academy has accepted applications for students for the upcoming school year. Also, still looking for community mentors.

Mr. Eric Krause, 423 2<sup>nd</sup> St. NE #3 Cottage: Thanked the Council for letting him give a presentation last year. He will be relocating to Sandpoint but appreciated the Council.

Ms. Moana Keiser, 122 Main St. W : Concerned about recent heavy rain that flooded lower level of her home. Would like to know if the sewer drain up the hill from her home needs to be cleaned out.

### OLD BUSINESS

- A. Lease with Healing Waters Property Development – Recap from last meeting:
  - a. City was asked to look at insurance cost: Finance Clerk Dillon said cost would be nominal, unless there was a claim
  - b. City Attorney expressed Council’s need to determine if there is a benefit to the City or just risk
  - c. Food Bank does have an interest in using the lot for extra parking, but they were not yet able to get a final decision from their members

A copy of the proposed lease was handed out to Council Members for their review. There was discussion about allowing semitrucks to park overnight, but that could lead to a landlord/tenant issue or other civil issue. No decisions were made, will bring back as agenda item.

### NEW BUSINESS

- A. An Ordinance of the City of Soap Lake, Washington, Amending Chapter 10.32 Titled “Camping”. Attorney Kenison said a mistake was made in the title, should be “Parking”. **M/Rushton, S/Tweedy**; to accept the ordinance with amended title, An Ordinance of the City of Soap Lake, Washington, Amending Chapter 10.32 Titled “Parking”. **Motion carried unanimously.**
- B. Sergeant Position. **M/Sanderson, S/Rushton**; to approve updating Sergeants job description and give permission to the Chief to start promotional exams. **Motion carried unanimously.** Council agreed that although there is cost not currently allotted in the budget, it is minimal. Also, there is benefit to the department.
- C. Sergeants Proposed Compensation. **M/Rushton, S/Sanderson**; to approve updating compensation for Sergeants Position. **Motion carried unanimously.**
- D. Live Nation Contract. **M/Rushton, S/Kovach**; to approve the contract between Live Nation and the Soap Lake Police Department for Extra Duty Services. **Motion carried unanimously.** Chief stated that this will not interfere with coverage of the City. All monies for the overtime shift are reimbursed by Live Nation plus an additional \$75.00 for vehicle usage.
- E. Revised Budget for Centennial Committee. **M/Tweedy, S/Sanderson**; to approve the revised budget for the Centennial Committee and associated events for 2019. **Motion carried unanimously.**
- F. Tourism Development Proposal & Application for Funding: Soap Lake Proclamation Day and Picnic. **M/Rushton, S/Wellein**; to approve, *subject to the insurance liability policy being amended to reflect the type of insurance as **Project***, the tourism development proposal and application for funding for Soap Lake Proclamation Day and Picnic. **Motion carried unanimously.**

- G. Special Event Permit Application: Suds n Sun. **M/Sanderson, S/Tweedy**; to approve, *subject to the insurance liability policy being amended to reflect the type of insurance as Project*, the special event permit application for Suds n Sun event on July 6<sup>th</sup>. **Motion carried unanimously.**
  - H. Fireworks Permit – Soap Lake School District.
  - I. Fireworks Permit – J&M Food Bank.
- Agenda items were combined for one vote: **M/Rushton, S/Kovach**; to approve permits. **Motion carried unanimously.** Discussion followed and it was decided that Fire Chief Sheppard will put signs up at stands stating that Fireworks will only be allowed at Smokiam Park Beach, also known as East Beach. Fire Chief will also contact I-Fiber and notices will be placed around town to educate the residents on this decision.
- J. Interim Financing for USDA RD Projects – Water Distribution Improvements and Phase II Sewer Improvements. **M/Rushton, S/Still**; to approve the request to commence work on bond documents for interim financing through Banner Bank. **Motion carried unanimously.**

## REPORTS OF CITY OFFICERS

### **Mayor**

Public Works provided memos on road construction projects.

### **City Planner Darryl Piercy**

Provided updates to Council on two current development projects. Encouraged the Council to keep setbacks as is on the land designated as wetlands.

### **City Interim Finance Clerk Karen Dillon**

Offer to Nic Tijerina for the City Administration job.

### **Police Chief Cox**

Will be on vacation end of the month.

Chief for a Day Event is tomorrow.

City has placed new 25mph speed limit signs on 6<sup>th</sup> Ave SE from Daisy to Division.

Asked Council to allow an ordinance for No Street Parking for this same area. This will be on the next agenda. Notices will be handed out to affected residents.

Also asked Council to allow a municipal code for fines to double in designated park areas. This will be on the next agenda.

New Officer, Trevor Jones has started the academy.

Will be Swearing in Officer Hanson next Council Meeting.

Officer Rowland has taken time to enter SLMC's into Sector system, allowing for no more handwritten citations. This will save money for the department, as no new citation books will have to be ordered.

If Council requests, overtime shifts will be provided for 4<sup>th</sup> of July coverage.

### **Fire Chief Sheppard**

Had 54 calls in May, 38 were EMS and 25 of those were in the City. There were 3 fires, 1 structure and 2 yard waste.

Schools will be replacing all fire alarms and smoke detectors.

After much discussion, there is a City ordinance that allows the Fire Chief to ban fireworks in City. A designated area, Smokiam Park Beach or East Beach will be only area where fireworks will be allowed. Chief will follow-up with media notifications and signage.

**Next Ordinance #1293; Next Resolution #910**

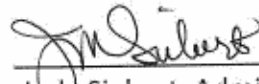
**COMMENTS**

N/A

**ADJOURNMENT**

**M /Sanderson, S /Rushton; to adjourn at 7:53 pm. Motion carried unanimously.**

  
\_\_\_\_\_  
Raymond Gravelle, Mayor

  
\_\_\_\_\_  
Jody Siebert, Administrative Assistant



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 19, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Kovach and Still

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

City Staff Members Present: Police Chief Cox, City Planner Piercy, City Attorney Kenison, Interim City Finance Clerk Dillon, City Administrator Tijerina and Administrative Assistant Siebert

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – June 5, 2019
  - Claim EFTs & Claims #19381-19430 in the amount of \$208,482.59
  - Payroll EFTs & Claims #25797-25813 in the amount of \$32,935.75
  - A Resolution of the City of Soap Lake Adopting an Updated Water System Plan
  - Reimbursement Resolution
- **PUBLIC HEARING**
  - A. No Street Parking – 6<sup>th</sup> Ave SE
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Snow Removal Ordinance
  - B. Lease with Healing Waters Property Development
- **NEW BUSINESS**
  - A. Temporary Street Closure
  - B. Contract Award or Rejection of Bids for the AMR System Installation
  - C. Oath of Office
  - D. Public Works Supervisor Job Description
  - E. Public Works Maintenance Job Description
  - F. a. Changing Authorized Signers on Banner Bank Accounts by Removing Anna Eastabrooks and Karen Dillon and Adding City Administrator Nic Tijerina
  - b. Authorize a City Credit Card to be Issued to City Administrator Nic Tijerina in the Amount of \$5000.00

G. Interlocal Agreement for Equipment Rental between the City of Soap Lake, Washington and the Soap Lake School District #156, Washington

- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1293; NEXT RESOLUTION #910**
- **COMMENTS**
- **ADJOURNMENT**

### **CONSENT AGENDA**

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

### **PUBLIC HEARING**

Started at 5:39

Chief Cox gave video presentation on the segment of road in question.

Nine members of the public commented.

Mayor polled the City Council for their comments/suggestions.

Consensus: The center line will be moved allowing for parking along the North side only. City Administrator and Public Works will bring forward costs for restriping and signs.

Ended at 6:13

### **MAYOR'S MESSAGE**

The Hydroplane event was a big success with 30 entries.

Introduced the new City Administrator, Nic Tijerina. Mr. Tijerina comes from the City of Moses Lake. He has experience as a Project Manager. The Mayor hopes that his experience will help with the continuity and long term stability of the city and is looking forward to the increase in city development.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

Centennial Committee: Centennial Celebration Day was a lot of fun. Next event is the Suds n Sun on July 6<sup>th</sup> which will include classic car show.

Lake Liaison Committee: Reminder that committee meets every 2<sup>nd</sup> Monday at the Senior Center at 4:00. Discussions include Lake health and storm water drainage.

### **PUBLIC COMMENT**

Ms. Alison Gooding of Soap Lake – Wanted to thank Karen Dillon for all her hard work and coming back to help out these last few months.

Ms. Judith Gorman 207 Gingko – She is on the Public Hospital District Foundation board. They are meeting every 2<sup>nd</sup> Wednesday at 5:30 pm at McKay Conference Room. Discussions include outpatient therapy and veteran issues. Currently seeking volunteers for their board, if anyone is interested.

## OLD BUSINESS

- A. Snow Removal Ordinance – After discussion, City Attorney Kenison will bring Ordinance with recommended revisions for approval at next Council Meeting.
- B. Lease with Healing Waters Property Development – The Food Bank Board will be meeting tomorrow. Still considering the Food Bank as the primary beneficiary of the land in question. Will bring this item back for the next Council Meeting.

## NEW BUSINESS

- A. Temporary Street Closure – **M/Tweedy, S/Still**; to approve the closure of the one way street/parking area in front of City Hall on 2<sup>nd</sup> Avenue in front of City Hall. **Motion carried unanimously.** The payment box will be moved closer to the portable city hall building.
- B. Contract Award or Rejection of Bids for the AMR System Installation – **M/Tweedy, S/Rushton**; to reject all bids received for the AMR System Installation and rebid the project in January as part of the larger Water and Sewer (Phase II) Improvements project. **Motion carried unanimously.**
- C. Oath of Office – Officer Sara Hanson was sworn in by the Mayor.
- D. Public Works Supervisor Job Description – **M/Still, S/Wellein**; to accept the Public Works Supervisor job description, *subject to the following changes: the position will be non-exempt, the Wastewater Operator's certificate will be obtained within the first 30 days of the orientation period, add requirement for proficiency in the English language, add additional work environment conditions such as high/open spaces, confined spaces, etc., include language from the Municipal Maintenance job description, need to maintain level 2 certifications and change job title to Public Works Foreperson, as presented by the Personnel Committee.* **Motion carried unanimously.**
- E. Public Works Maintenance Job Description – after much discussion, decision to bring this item back to next Council Meeting as two separate job descriptions. One for the Water Distribution Manager and one for Waste Water Treatment Plant Operator.
- F. (a) Changing Authorized Signers on Banner Bank Accounts by Removing Anna Eastabrooks and Karen Dillon and Adding City Administrator Nic Tijerina  
(b) Authorizing a City Credit Card to be Issued to City Administrator Nic Tijerina in the Amount of \$5000.00 – **M/Still, S/Rushton**; to change authorized signers on Banner Bank accounts ending in 0246, 3520 and 4221 by removing Eastabrooks and Dillon and adding Tijerina and to issue a city credit card to city administrator Tijerina. **Motion carried unanimously.**
- G. Interlocal Agreement for Equipment Rental between the City of Soap Lake, Washington and the Soap Lake School District #156, Washington – **M/Rushton, S/Tweedy**; to accept the Interlocal Agreement for the Equipment Rental between the City of Soap Lake, Washington and the Soap Lake School District #156, Washington. **Motion carried unanimously.**

## REPORTS OF CITY OFFICERS

**Police Chief Cox** – Department handled 72 calls in the last 2 weeks, including many arrests.

City camera system was used to solve a case related to another county.  
Can bring proposal for overtime on the 4<sup>th</sup> of July to next Council Meeting.

Volunteer Code Enforcement Officer, Harold Ross, has been busy identifying 30 properties for code violations, 15 of which came from City Complaint Forms. 3 citations have been issued.

**City Planner, Darryl Piercy** – the Shoreline application is closing to the final plan. There will be a 14 day public comment period soon. Developer has been very cooperative, and plans have been modified to best suit lake development.

**Interim Finance Director, Karen Dillon** – WCIA audit was conducted on Public Works, no findings.

**City Administrator, Nic Tijerina** – becoming familiar with current city projects

**City Attorney Kenison** – Will bring James Lease for approval at next Council Meeting.

**Next Ordinance #1293; Next Resolution #912**

**COMMENTS**

N/A

**ADJOURNMENT**

**M /Rushton, S /Kovach;** to adjourn at 8:00 pm. **Motion carried unanimously.**

  
\_\_\_\_\_  
Raymond Gravelle, Mayor

  
\_\_\_\_\_  
Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 3, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Kovach, Still, Glassco

**M/Rushton, S/Tweedy;** to excuse Council Member Sanderson and City Planner Piercy. **Motion carried unanimously.**

City Staff Members Present: Police Chief Cox, City Attorney Kenison, Interim City Finance Clerk Dillon, City Administrator Tijerina and Administrative Assistant Siebert

### AGENDA ITEMS

#### ➤ **CONSENT AGENDA**

- Regular Council Meeting Minutes – June 19, 2019
- Claim EFTs & Claims #19431-19458 in the amount of \$40,230.95
- Payroll EFTs & Claims #25814-25826 in the amount of \$48,872.84
- A Resolution Authorizing Investment of City of Soap Lake Monies in the Local Government Investment Pool

#### ➤ **MAYOR'S MESSAGE**

#### ➤ **REPORT OF STANDING COMMITTEES**

#### ➤ **REPORT OF SPECIAL COMMITTEES**

#### ➤ **PUBLIC COMMENT**

#### ➤ **OLD BUSINESS**

- A. An Ordinance of the City of Soap Lake Creating a New Chapter 12.16 of the Soap Lake Municipal Code, Titled "Snow Removal"
- B. An Ordinance of the City of Soap Lake, Washington, Amending Section 12.28.070 Titled "Sidewalks to be Kept Clear of Snow and Ice" and Repealing Section 12.28.080 Titled "Placing of Snow and Ice on Main-Traveled Portion of Street Prohibited"
- C. Lease with Healing Waters Property Development
- D. Ratify Public Works Foreperson (job description)

#### ➤ **NEW BUSINESS**

- A. City Hall Demolition and Remediation Project Acceptance
- B. Special Event Permit Application – Soap Lake Centennial Moonlight Paddle
- C. Senior Opportunity Association, Inc. – Repairs to Community & Senior Center Building 2019
- D. 2019 Anticipated Council Expense
- E. Janitorial Agreement

- F. Police Department Overtime
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1293; NEXT RESOLUTION #910**
- **COMMENTS**
- **EXECUTIVE SESSION** – Complaint or charges brought against a public officer or employee
- **ADJOURNMENT**

### CONSENT AGENDA

**M / Tweedy, S / Kovach;** to accept the consent agenda as presented with the addition of Executive Session – Complaint or charges brought against a public officer or employee as item number 13 after item number 12 Comments. **Motion carried unanimously.**

### MAYOR'S MESSAGE

Attended the Annual AWC Conference in Spokane along with Council Member Kovach. He is interested in the GIS Asset Management Software, which allows tracking of maintenance and service of water meters. He will bring back a cost estimate to the Council. Council Member Kovach attended the Small City Advisory Meeting focusing on engaging community in city decision making. He was also encouraged to stay engaged with state legislature as they develop legislation pertaining to city issues. Kovach, at the request of the Mayor, will be working with legal council overseeing the installation of 5-G cell phone towers in the area to make sure the design stays within the aesthetics of the city. Mayor wishes everyone a safe 4<sup>th</sup> of July.

### REPORT OF STANDING/SPECIAL COMMITTEES

Centennial Committee: Reminder that Suds N Sun Event is this Saturday, July 6<sup>th</sup>. There will be a parade, classic car show, all-year class reunion and T-shirt sales. Planning a Lava Links golf tournament for this September, but area is having a lot of vandalism. This is causing concern and is asking for ideas on remedy of problem.

Lake Liaison Committee: Reminder that committee meets every 2<sup>nd</sup> Monday at the Senior Center at 4:00. Will be reviewing next step in the Shoreline Development. Public comment period is open and accepting comments through July 17<sup>th</sup>.

### PUBLIC COMMENT

Ms. Nell Kovach 913 3<sup>rd</sup> Ave NW – Thanked everyone for support in recent event held to promote local education efforts. Benefits went to help with teacher grants, 5<sup>th</sup> grade art program and scholarships for the Masquers Theater.

Ms. Judith Gorman 207 Gingko – She asked the City Council to present a plan to the residents of Gingko St. reference the Gingko Street Project. She also thanked everyone for working on the float for the upcoming parade.

Ms. Susan Carson 114 Gladiola St N – She is a licensed pyrotechnician and would like bring a fireworks show back to the Lake area, possibly for the Winterfest this year and for the 4<sup>th</sup> of July next year.

#### **OLD BUSINESS**

- A. An Ordinance of the City of Soap Lake Creating a New Chapter 12.16 of the Soap Lake Municipal Code, Titled “Snow Removal” – **M/Rushton, S/Still**; to accept the Ordinance *with the removal of 12.16.030 section 3*. **Motion carried unanimously.**
- B. An Ordinance of the City of Soap Lake, Washington, Amending Section 12.28.070 Titled “Sidewalks to be Kept Clear of Snow and Ice” and Repealing Section 12.28.080 Titled “Placing of Snow and Ice on Main-Traveled Portion of Street Prohibited” – **M/Kovach, S/ Tweedy**; to accept the Ordinance *with the addition of 12.16.030 section 3*. **Motion carried unanimously.** Council Member Glassco was concerned that there may be no penalty, but Attorney Kenison said provision of the issuance of an infraction is in the ordinance, this is just a section showing the amendment/repeal.
- C. Lease with Healing Waters Property Development – **M/ Glassco, S/NONE**; to enter into an agreement with development group. **Motion failed as to no second.**
- D. Ratify Public Works Foreperson (job description) – **M/Still, S/Tweedy**; to ratify the previously approved public works foreperson job description. **Motion carried unanimously.** Council Member Glassco would like to see participation of the Public Works Department Head at the Council Meetings; Council Member Kovach said a provision for this attendance is in the job description.

#### **NEW BUSINESS**

- A. City Hall Demolition and Remediation Project Acceptance – **M/Kovach, S/Glassco**; to accept the City Hall Remediation and Demolition project as complete. **Motion carried unanimously.**
- B. Special Event Permit Application – Soap Lake Centennial Moonlight Paddle – **M/Rushton, S/Tweedy**; to accept the special event permit application. **Motion carried unanimously.**
- C. Senior Opportunity Association, Inc. – Repairs to Community & Senior Center Building 2019 – **M/Glassco, S/Tweedy**; to authorize the improvements to the Senior Center Building subject to compliance with appropriate bid laws and not to exceed \$713.50. **Motion carried unanimously.**
- D. 2019 Anticipated Council Expense – Informational only.
- E. Janitorial Agreement – **M/Glassco, S/Tweedy**; to accept agreement between A USA Building Services, LLC and the City of Soap Lake for services. **Motion carried unanimously.**
- F. Police Department Overtime – **M/Glassco, S/Tweedy**; to approve the policy allowing the Chief of Police to be paid overtime to cover shifts that cannot be covered by patrol officers not to exceed 70 hours per week. **Motion carried unanimously.**

#### **REPORTS OF CITY OFFICERS**

**Police Chief Cox** – Fireworks only allowed at Smokiam Beach (East Beach) on July 4<sup>th</sup> from 9am-midnight and July 5<sup>th</sup> from 9am to 11pm. Department is handling slight uptick in calls with a few dealing with graffiti. Officer Hanson is no longer employed by the Department, leaving a staff of two officers and one still in the Academy.

**Next Ordinance #1295; Next Resolution #913**

**COMMENTS**

Council Member Wellein talked about the improvements made to the property and building of McKay's. Trees were cut and trimmed, building was painted, and grants were obtained for water softener and roofing project.

**EXECUTIVE SESSION**

Complaint or charges brought against a public officer or employee – No action anticipated.

Started at 6:45pm and asked for 20 minutes.


Extended at 7:05 for 10 more minutes.

Ended at 7:15

**ADJOURNMENT**

**M /Kovach, S /Tweedy;** to adjourn at 7:16 pm. **Motion carried unanimously.**

  
\_\_\_\_\_  
Raymond Gravelle, Mayor

  
\_\_\_\_\_  
Jody Siebert, Administrative Assistant



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 17, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Kovach, Still, Sanderson

**M/Rushton, S/Wellein;** to excuse Council Member Glassco. **Motion carried unanimously.**

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – July 3, 2019
  - Claim EFTs & Claims #19459-19493 in the amount of \$38,042.25
  - Payroll EFTs & Claims #25827-25832 in the amount of \$27,617.98
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Presentation by Sheriff Jones – 3/10% Law and Justice Measure
  - B. James Building Long Term Lease Proposal
  - C. Request to Start Social Media
  - D. Draft Settlement Agreement for Kody Harguindeguy, Krystie Harguindeguy and Keegin Harguindeguy
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #913**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

### MAYOR'S MESSAGE

Mayor welcomed Commissioner Stevens and guest speaker Sheriff Jones. Turned floor to Council Member Kovach who reminded everyone about upcoming Great Soap Lake Adventure Paddle on July 20. Registration is still open.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

Centennial Committee: Upcoming event - Great Soap Lake Adventure Paddle on July 20. Registration is at 8:00 am, followed by orientation at 8:30 am and starting at 9:00 am. Still to come: Moonlight Paddle August 17, Lava Links Golf Tournament September 14 and Winterfest December 7.

### **PUBLIC COMMENT**

Mr. Nels Borg, 614 Main Ave E – Pulled weeds on East Beach (Smokiam Beach). Group pulled 400 lbs. of weeds in a forty foot area. He is concerned that weeds are encroaching on usable beach area for locals and visitors. Mayor recommended that he bring to City Council as an agenda item so action may be considered.

### **OLD BUSINESS**

N/A

### **NEW BUSINESS**

- A. Presentation by Sheriff Jones – 3/10% Law and Justice Measure : Presentation given by Sheriff Jones explained need for revenue allowable by RCW 82.14.450. Monies generated would be used by Grant County to remodel current and/or build new corrections facility and expand resources in law enforcement and criminal justice. Percentage of monies would come to Soap Lake Police Department, allowing for the funding of one more full time officer position. Council Members agreed to pass a resolution for their support of the Sheriff’s effort to bring this measure to the November 5<sup>th</sup> ballot. **M/Kovach, S/Tweedy**; to bring forth a Resolution to Support the Grant County Sheriff’s Office 3/10% Law and Justice Measure on the November 5<sup>th</sup> Ballot. **Motion carried unanimously.**
- B. James Building Long Term Lease Proposal – brief overview of the proposed lease agreement given by Andy Kovach. He asked that the council consider a \$25. annual rent agreement. **M/Rushton, S/Sanderson**; to approve the lease between the City of Soap Lake, Washington and the Friends of the Lower Grand Coulee for the James Building for \$25/year. **Motion carried unanimously.**
- C. Request to Start Social Media – Chief Cox would like to use social media platform to help get important information out to the public in a timely manner. **M/Tweedy, S/Sanderson**; to approve the police department to start social media pages to be monitored by the Chief of Police and his designees. **Motion carried unanimously.**
- D. Draft Settlement Agreement for Kody Harguindeguy, Krystie Harguindeguy and Keegin Harguindeguy – **M/Tweedy, S/Rushton**; to approve the settlements between the City of Soap Lake, Washington, the Public Hospital District No. 4 of Grant County d/b/a McKay Healthcare & Rehabilitation Center and Krystie, Kody and Keegin Harguindeguy. **Motion carried unanimously.**

**REPORTS OF CITY OFFICERS**

**City Planner Piercy** – The final draft of the comprehensive zoning code is ready and will be presented at the next city council meeting. The public comment period for SEPA project plan ends tomorrow, July 18<sup>th</sup> at 5:00 pm. The City is able to take action on two demo permits with the help of Code Enforcement Officer Ross and Police Department. These two areas will now be able to be cleaned up and possibly rebuilt upon.

**Fire Chief Sheppard** – Handled 56 calls in June, 27 in the City, 24 EMS calls and 2 fire calls. He thinks having the beach area available for the fireworks displays provided an area for the activities and there were no fires or property loss in town. Although the cleanup was time consuming, seems like a good trade off. Mayor suggests more crowd control and trash bins for next year. Chief Cox agreed to having an area for fireworks lighting and one for fireworks viewing.

**Police Chief Cox** – Chief is in full support of the presented Law and Justice Measure. Another full time officer for SLPD could provide true 24/7 coverage. A tip from a local resident led to the recovery of stolen vehicle and arrest of suspect. This is a great example of “see something, say something” and encourages citizens to contact the police department for suspicious activities. Reminded the Mayor that the building currently used for City Council Meetings will be converted to new RISE Academy soon and City Council will need a new meeting place. Mayor will have meetings moved to the library starting with the second meeting in August.

**City Administrator Tijerina** - Nothing to report.

**Next Ordinance #1295; Next Resolution #914**

**COMMENTS**

Council Member Still was glad to see a busy and active Main Street on a weekday evening.

**ADJOURNMENT**

**M /Sanderson, S /Tweedy;** to adjourn at 6:52 pm. **Motion carried unanimously.**

  
Raymond Gravelle, Mayor

  
Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 7, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Tweedy, Kovach, Still, Rushton

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

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – July 17, 2019
  - Claim EFTs & Claims #19494-19537 in the amount of \$46,011.64
  - Payroll EFTs & Claims #25833-25842 in the amount of \$43,253.78
  - Resolution to Support the Grant County Sheriff's Office 3/10% Law and Justice Measure on the November 5<sup>th</sup> Ballot
  - 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**
- **NEW BUSINESS**
  - A. Oath of Office – Sergeant Position
  - B. Contract Award for the Ginkgo Street and FEMA Repairs Project
  - C. Grant County Economic Development Council 2019 Municipal Services Agreement
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #914**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

### **MAYOR'S MESSAGE**

Mayor encouraged everyone to stay hydrated during the hot summer days.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

Centennial Committee: Upcoming events - Moonlight Paddle August 17, Lava Links Golf Tournament September 14 and Winterfest December 7.

### **PUBLIC COMMENT**

Ms. Michelle Agliano, 37 Hemlock N – Thanks local gardeners for their contributions of home grown produce to the food bank. It is much appreciated.

Ms. Marsha Neihart, 419 Man Ave W – Wanted to thank Alex Kovach on his work on the Great Soap Lake Paddle Adventure Event.

### **OLD BUSINESS**

N/A

### **NEW BUSINESS**

- A. Oath of Office – Sergeant Position – Spencer Nulph was promoted to Sergeant.
- B. Contract Award for the Ginkgo Street and FEMA Repairs Project. **M/ Rushton, S/Tweedy;** to award Selland Construction, Inc. the contract for the Ginkgo Street and FEMA Repairs Project, contingent upon additional funding from WA State Transportation Improvement Board and WA State FEMA, in the amount of \$1,783,477.86. **Motion carried unanimously.**
- C. Grant County Economic Development Council 2019 Municipal Services Agreement – **M/Tweedy, S/Kovach;** to approve the Grant County Economic Development Council 2019 Municipal Services Agreement in the amount of \$600.00. **Motion carried unanimously.** Mayor believes the City will benefit from this agreement as grants for City infrastructure can be obtained.

### **REPORTS OF CITY OFFICERS**

**City Planner Piercy** – Piercy asked City Council to allow him to submit the drafted comprehensive plan to the state for review. **M/Rushton, S/Tweedy;** to authorize City Planner Piercy to submit the drafted comprehensive plan to the state for review. **Motion carried unanimously.** Piercy explained that once the state reviews the plan, it will be submitted to the City Council for their approval.

**Police Chief Cox** – Next City Council Meeting will be held at the High School Library. In the areas of new road construction, he asked the public to not drive over the new curbs and to limit traffic in the construction areas. Four RV's and Motorhomes have been removed per city code and officers are working on three more removals. Clean up is happening at house located on Fern St. Semi trucks can be towed by WSP if parked longer than 24 hours on Daisy St, since this is a highway. Also reminded public to check on elderly and pets due to the recent hot weather.

**City Administrator Tijerina** – Will be attending training this week on BIAS. He is also working on preparing budget items.

**Fire Chief Sheppard** – Testing of fire/smoke alarms in the area schools was completed. Everything was completely upgraded and now is remotely monitored 24/7. There were 39 calls for service in July, 7 fire calls, 1 hazmat call, and 31 EMS calls of which 20 were in the City. There have been 24 car accidents between Soap Lake and Sun Lake Resort this year. He would like to see burned property on Daisy St. to be secured with fencing or boarded up to limit access to trespassers.

**Next Ordinance #1295; Next Resolution #915**

**COMMENTS**

N/A

**ADJOURNMENT**

**M /Rushton, S /Kovach;** to adjourn at 6:20 pm. **Motion carried unanimously.**

  
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Raymond Gravelle, Mayor

  
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Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 21, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Kovach, Still, Sanderson

**M/Sanderson, S/Rushton;** to excuse Council Member Glassco. **Motion carried unanimously.**

City Staff Members Present: Police Chief Cox, City Planner Piercy, City Attorney Kenison and Administrative Assistant Siebert

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – August 7, 2019
  - Claim EFTs & Claims #19539-19570 in the amount of \$51,146.92
  - Payroll EFTs & Claims #25844-25845 in the amount of \$21,225.17
  - Councilmember Sanderson request to add Item F. Grass and Weeds covering Soap Lake Beach Area to agenda
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Special Event permit Application – Lava Links Sandblaster
  - B. Mineral Water plan
  - C. Engineering Services Agreement for Water Main Replacement Construction Administration – Part 1
  - D. Consultant Supplemental Agreement for Construction Engineering for Ginkgo Street and FEMA Repair Project
  - E. Request to add pay range on job description
  - F. Grass and Weeds covering Soap Lake Beach Area
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #915**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

**M / Rushton, S / Tweedy;** to accept the consent agenda as presented with the addition of item (F) under New Business to the agenda. **Motion carried unanimously.**

### **MAYOR'S MESSAGE**

Mayor encouraged everyone to look at Facebook photos from the Moonlight Paddle Event. There was great turnout and participation. Councilmember Still and her niece were winners of Best Theme – Lady of the Lake meets Soap Lake Sea Serpent.

The Soap Lake City website is currently down and under new construction. The new domain will be soaplakewa.gov.

Since 2001 the City of Soap Lake has received around \$19 million in grants and loans for city developmental projects. Comparatively, the City of Ephrata has funded \$26 million in projects.

The City was awarded a commemorative plaque from the Grant County Historical Society in recognition of the City's Centennial.

### **REPORT OF STANDING/SPECIAL COMMITTEES**

Centennial Committee: Moonlight Paddle Event went well, there were many creatively decorated kayaks. Next event is the Lava Links Sandblaster Open on Saturday, September 14<sup>th</sup>. The Soap Lake Facebook page has registration information. There will be golf clubs available to borrow if you don't have your own.

### **PUBLIC COMMENT**

Mr. Lundgren, 20113 Delta Rd. W, Over the past few years, many of the door murals of historical paintings placed along the business route from Canna St. to Main St. have either been damaged or weathered. There is current effort to replace and/or repair these doors.

Mr. Beckwith, 33 N Dogwood, Wanted to thank Huntworth Enterprise for opening doors for the recent Mayoral Candidate Forum. All four candidates were there and around 30-40 people came to the event.

Ms. Agliano, 37 Hemlock St. N, There will be a Food Drive for the local food bank Friday, August 30<sup>th</sup> through Sunday, Sept. 1<sup>st</sup> at Akins. They are accepting non-perishable items and cash.

### **OLD BUSINESS**

N/A

### **NEW BUSINESS**

- A. Special Event Permit Application – Lava Links Sandblaster Open **M/Sanderson, S/Rushton;** to approve the Special Event Permit Application for Lava Links Sandblaster Open pending receipt of corrected copy of ACORD Certificate of Liability Insurance. **Motion carried unanimously.** Council member Still advised that the insurance company has approved the application and a copy should be received soon.
- B. Mineral Water Plan – Presentation by Gray & Osborne representatives Adam Miller and Sean Comstock. Work began on the plan in 2017 and plan is about 90% complete. The



plan assesses the existing infrastructure conditions and recommends several options for the City to consider for future access to the Mineral Water. During the plan development, a survey was sent to local residents to assess future Mineral Water usage. Also considered was future development of potential private/public spas and wellness resorts. Several different options were discussed for replacement/repair of water lines, areas of service and potential future development. Cost estimates of these different plans were presented. It was decided by Council to have a Public Meeting time allotted on the next agenda inviting the public to comment on the proposed plan ideas.

- C. Engineering Services Agreement for Water Main Replacement Construction Administration- Part 1 – **M/Rushton, S/Tweedy**; move that the consultant agreement for Water Main Replacement Construction Administration-Part 1 engineering services with Gray & Osborne, Inc. be approved. **Motion carried unanimously.**
- D. Consultant Supplemental Agreement for Construction Engineering for Ginkgo Street and FEMA Repair Project – **M/Tweedy, S/Still**; move to approve the Consultant Supplemental Agreement for the Ginkgo Street and FEMA Repair project contingent upon TIB approval. **Motion carried unanimously.** Council Member Kovach asked about the limited time for construction and if additional grant monies would be available from TIB. Ms. Wetch said it would depend on the situation and would check to see if existing funding would cover at that time.
- E. Request to add pay range on job description – **M/Rushton, S/Kovach**; move to accept the proposed pay rate range and amendment to the job description. **Motion Passed, Councilmember Wellein voted “nay”.** Councilmember Sanderson expressed concern that “helping with City Events” should be added into job description, but Mayor advised that City Administrator would have oversight if this became an issue.
- F. Grass and Weeds covering Soap Lake Beach Area – Councilmember Sanderson expressed concern over encroaching grass and weeds on Soap Lake beach areas. Councilmembers gave verbal approval for City Planner Piercy to contact the Department of Ecology to seek guidance on removal of grass and weeds from this area.

### **REPORTS OF CITY OFFICERS**

**Police Chief Cox** – Would like the speed limit to change from 35mph to 25mph on redesigned Division Street. Appropriate signs will be hung, referencing speed change and city council agreed that City Attorney Kenison would draft ordinance reflecting this change to be presented at next council meeting.

There will be a Town Hall Meeting at 6pm on Sept. 5<sup>th</sup> at Fire District 7. Main discussion will be Proposition 1, Law and Justice Sales Tax.

A reminder to not drive over newly installed curb along any new road construction areas. And, it is a misdemeanor violation to drive through restricted road construction areas.

Officer Jones is doing well at the academy and has seven weeks left.

Councilmember Sanderson noted that there seems to be less calls at Akins for shoplifting and/or trespass.

Discussed with City Attorney Kenison options to prevent renters that have been evicted from one rental in town from renting again at another location. She will bring example of ordinance that Moses Lake has referencing gang members.

Code Enforcement Volunteer Ross presented Councilmembers with an update: City has been divided into 5 zones for reference. There have been 46 open cases that he has worked on with 24 currently ongoing.

**City Planner Piercy** – Inspections of 1/3 of the registered rental properties will begin soon and continue through the end of the year. If landlords are found out of compliance, they could lose their business license.

Lakes Apartment demolition was supposed to start last Wednesday. Should begin either tonight or tomorrow morning and end within 24 hours.

**Next Ordinance #1295; Next Resolution #915**

**COMMENTS**

Council Member Kovach stated that there was a ground light out and two dead trees by the Healing Water Garden Club. He was asked to notify Public Works.

**ADJOURNMENT**

**M /Sanderson, S /Rushton; to adjourn at 7:37 pm. Motion carried unanimously.**

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Raymond Gravelle, Mayor

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Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 4, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Rushton, Wellein, Tweedy, Kovach, Still

**M/Rushton, S/Still;** to excuse Council Member Glassco and Sanderson. **Motion carried unanimously.** Council Member Sanderson did come later at 5:53 pm.

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – August 21, 2019
  - Claim EFTs & Claims #19572-19596 in the amount of \$36,853.32
  - Payroll EFTs & Claims #25848-25855 in the amount of \$43,257.42
  - A Resolution of the City of Soap Lake Adopting the Stormwater Management Plan
- **PUBLIC HEARING – Stormwater Management Plan**
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Stormwater Management Plan Adoption
  - B. Public Meeting – Public Invited to comment on Mineral Water Plan as Presented by Gray & Osborne
- **NEW BUSINESS**
  - A. Ecology Funding Opportunities
  - B. Water and Waste System Grant Agreement, RUS Bulletin 1780-12
  - C. Loan Resolution security Agreement, RUS Bulletin 170-28
  - D. Appoint/Select a New Representative for Board of Health & Administrative Services Facilitator for Grant County Health District
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #915**
- **COMMENTS**
- **ADJOURNMENT**

## **CONSENT AGENDA**

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

## **PUBLIC HEARING** – Stormwater Management Plan

Started at 5:34 pm

Bill Braton, 630 E Main: Concerned that recently repaved/repared roadways would be disturbed if Plan involved new underground lines. Nancy Wetch explained that there would be little disruption, most infrastructure is existing, but if there were some roads affected, repair monies would not be included in this Plan.

Beverly Hasper, 522 6<sup>th</sup> Ave SE: Concerned that stormwater drains into Lake. Nancy Wetch explained this plan provides mitigating outfalls that provide treatment, so cleaner water returns to Lake rather than current stormwater that returns without any filtering.

Bonnie Holt Morehouse, 718 1<sup>st</sup> Ave SE: Wanted to know if the Lake water was checked for contaminates or if the stormwater was tested at any time during the development of the Plan. Nancy Wetch responded that the Department of Ecology would conduct any testing if asked and that the Plan currently includes no testing of the water, lake or stormwater.

Nell Kovach, 913 3<sup>rd</sup> Ave NW: Interested in the option of swale area leading along Daisy and out of town area. Nancy Wetch explained that this is an option as there is a naturally occurring swale area. She explained that any treatment options that come into the Park area would be designed for function and aesthetics.

Allison Gooding, 110 Elder St N: Concerned about nearby irrigation water running into the Lake. Nancy Wetch explained that this could become a legal issue, as irrigation water is different than stormwater.

Ended at 5:53 pm

## **MAYOR'S MESSAGE**

Mayor advised that letters were sent out to the residents of Hemlock, Ginkgo and Evergreen asking that vehicles be kept off the roadway during construction.

The Chamber of Commerce will be holding a Business After-Hours Event on September 24<sup>th</sup> from 5-7 pm. This is a meet and greet event organized by the Chamber's new leadership. Event will be held at Notaras Hall.

Budget Retreat will be Monday, September 16<sup>th</sup> at the Cloudview starting at 11:00 am with a working lunch.

## **REPORT OF STANDING/SPECIAL COMMITTEES**

Centennial Committee: Next event is the Lava Links Sandblaster Open on Saturday, September 14<sup>th</sup>. There will be golf clubs available to borrow. Registration starts at 9 am and event starts at 9:30 am. You can find details about rules at [www.soaplake100.com](http://www.soaplake100.com). Planning for the Winterfest event will start soon.

## PUBLIC COMMENT

Ms. Gould, 49 Ginkgo S. – honeybees were moved out without incident and relocated. Thanked everyone for their help.

Ms. Kovach, 913 3<sup>rd</sup> Ave NW – also thanked Friends of Lower Grand Coulee for help with bees. Addressed Chief Cox about lots of traffic in the Boy Scout Camp area; he advised her to call non-emergency number to report.

## OLD BUSINESS

- A. Stormwater Management Plan Adoption – **M/Rushton, S/Tweedy**; to adopt Stormwater Management Plan by Resolution. **Motion carried unanimously**. Please refer to Resolution No. 915 under Consent Agenda.
- B. Public Meeting – Public Invited to comment on Mineral Water Plan as Presented by Gray & Osborne
  - Council Member Wellein suggested that repairs be done to the existing system and meters be installed at residences that wanted Mineral Water access. Revenue generated by user fees could provide monies for later expansion. Nancy Wetch said a presentation could be done for cost of repairs/reconnection of existing water lines.
  - Council Member Sanderson expressed concern over main pipe from storage tank freezing again in the future. G&O said the pipe did not need to be buried to prevent freezing and upgrades to the system could help with prevention. Council Member Wellein suggested that filling the tank in the late fall would provide access to water through winter months.
  - Berr Beckwith, 39 Dogwood St N: Wanted to know if this system could be privatized? G&O said it could but might bring up water-rights issue.
  - Al Lundgren, 20113 Delta Rd NW: wanted the legalities of potable and non-potable water lines running together (closer than the 10 ft. mentioned in the Plan) explored. Also, questioned the mineral water being decontaminated before returning to Lake. He thinks that commercial businesses using mineral water should bear cost of any water treatment system for the mineral water. Concerned that pumping stations would have to be installed to reach all areas of the city and unsure of the cost to residence.
  - Bonnie Holt Morehouse, 718 1<sup>st</sup> Ave SE: Handed out a spreadsheet listing elements found in the Lake water since 1936. Shared concern of the dilution of the minerals in the Lake and loss of alkalinity. Encouraged City Council to not commercialize the Lake.
  - Don Long, 330 Lakeshore Drive: Agreed that repairs to the existing system should be considered. Thinks that the cost to residents could be higher than \$20./mo suggested in the Plan. There was discussion about using the mineral water for a public Roman Bath and if the water would need to be chlorinated at that point.
  - Bill Braton, 630 E Main: Said that the old lines were shut off for a reason. Should take the time to repair existing lines, expanding out in sections to minimize cost.

**NEW BUSINESS**

- A. Ecology Funding Opportunities – After discussion of total project cost and cost of only West Beach to the City, Council decided to not move forward with the funding application for the stormwater improvements at this time.
- B. Water and Waste System Grant Agreement, RUS Bulletin 1780-12 – **M/Rushton, S/Still**; to adopt the Water and Waste System Grant Agreement, RUS Bulletin 1780-12. **Motion carried unanimously.** Agreement becomes Resolution No. 916.
- C. Loan Resolution Security Agreement, RUS Bulletin 1780-28 – **M/Tweedy, S/Kovach**; to adopt the Loan Resolution Security Agreement, RUS Bulletin 1780-28. **Motion carried unanimously.** Agreement becomes Resolution No. 917.
- D. Appoint/Select a New Representative for Board of Health & Administrative Services Facilitator for Grant County Health District – **No action taken.** No volunteer from City Council or from audience in attendance was found.

**REPORTS OF CITY OFFICERS**

**City Planner Piercy** – Was able to meet with Department of Ecology and discuss options for removal of vegetation growth on the Soap Lake Beach areas. He explained that the City can mow over current vegetation growth and maintain this as long as no natural wetland areas are disturbed in the process. Council gave permission for the Zoning Codes to be submitted for final review at state level.

**Police Chief Cox** – Reminder about road construction near schools. Students will be dropped off in the parking lot and no students are allowed to park in front of the school, on 2<sup>nd</sup> Ave.

**Fire Chief Sheppard** – Had 53 calls for service, 16 EMS calls, 2 structure fires, 4 outside fires and 3 fire alarm calls. There are 4 firefighters enrolled in EMT school that will finish in December. Has been working with volunteer Code Enforcement Officer and seeing results of residence cleaning up properties.

**Next Ordinance #1295; Next Resolution #918**

**COMMENTS**

Council Member Rushton would like to see an ordinance referencing yard sale signage, since signs were placed onto brand new light poles. Ideas were discussed about a public message board where such announcements could be placed. Council asked City Attorney to bring an ordinance for next meeting.

**ADJOURNMENT**

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

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Raymond Gravelle, Mayor

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Jody Siebert, Administrative Assistant

## Budget Retreat

Date: 09-16-2019

Start: 11:10AM

### Agenda:

Discuss the current 2019 YTD totals

### Roll Call: Council Members Present

Mayor Gravelle, Still, Kovach, Sanderson, Rushton

### City Staff Members:

City Administrator Tijerina and Police Chief Cox

### Discussion Items:

- Water Utility Tax – fund is currently at 52.9% of our budget goal with 4 months left in the year
- Garbage Utility Tax – fund is currently at 57.1% of our budget goal with 4 months left in the year
- Evaluate police department hours; would like additional officer
- Banked hours of overtime for police department
- Water Tank Replacement Fund YTD
- Verify fire hydrant replacement costs

### Action Items:

- Police Chief Cox to review police department OT hours worked & review banked hours of OT
- City Administrator Tijerina to review the water and garbage utility tax funding
- City Administrator Tijerina to review fire hydrant replacement costs with Public Works
- City Administrator Tijerina to review the water tank replacement fund YTD totals

### Next Meeting:

Date not set – TBD

**Budget meeting adjourned at 3:15PM**

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 2, 2019

### CALL TO ORDER

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

### ROLL CALL

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

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – September 4, 2019
  - Budget Retreat Minutes – September 16, 2019
  - Claim EFTs & Claims #19597-19646 in the amount of \$807,839.62  
#19647-19683 in the amount of \$41,782.07
  - Payroll EFTs & Claims #25858-25859 in the amount of \$19,920.18  
#25863-25869 in the amount of \$24,833.02
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Banner Bank Loan
- **NEW BUSINESS**
  - A. Smokiam Campground – Winter Rates
  - B. Rise Academy
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #918**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

M/ Kovach, S/ Rushton; to add Banner Bank Loan as Old Business Item A to the Agenda. **Motion carried unanimously.** City Administrator Tijerina asked for this item to be added.



MAYOR'S MESSAGE N/A

REPORT OF STANDING/SPECIAL COMMITTEES N/A

PUBLIC COMMENT

Ms. Kovach, 913 3<sup>rd</sup> Ave NW – shared that the 5<sup>th</sup> grade class participated in Beauty of Bronze in Wenatchee. Students casted own bronze sculptures which will be on display in Wenatchee the 1<sup>st</sup> of December. Friends of the Lower Grand Coulee help sponsor this program.

Mr. Green, 130 E St NW, Ephrata – Encouraged public to vote for the Friends of the Lower Grand Coulee wine bottle design. More information on the Milbrandt Vineyard's website.

OLD BUSINESS

- A. Banner Bank Loan – City Administrator Tijerina reported that the original Banner Bank Loan, taken out in 2017 for remediation and remodel of City Hall, has an unused balance of about \$410,000.00. He will be meeting with Gray & Osborne to get estimates of cost to finish the remodel of City Hall. This estimate will be brought back at next council meeting.

NEW BUSINESS

- A. Smokiam Campground – Winter Rates

Discussion of current rates and past winter rates. Council in favor of lowering winter rates. **M/ Sanderson, S/Rushton;** to pass Resolution #918 to set the following rate schedule for full hook-up at the Smokiam Campground from November 1, 2019 through March 31, 2020: \$25/day, \$150/week and \$300/month. **Motion carried unanimously.**

- B. Rise Academy – Presentation given by three students about their long-term school project of developing a Skate Park at Smokiam Park. Students are actively researching grant programs, developing design ideas and reaching out for community support. Ms. Guzman explained that this project is a perfect example of Rise Academy's goal to equip students with life skills. Community is encouraged to contact Rise Academy for mentoring opportunities.

REPORTS OF CITY OFFICERS

**City Planner Piercy** – Will bring back to Council a proposal from a Gray & Osborne subcontractor for a delineation of wetlands in and around the shoreline of Soap Lake. Once a delineation of wetlands is determined, the City would be able to proceed with removal of overgrown vegetation from areas not designated as wetland.

Inspections of rental properties has started, and many have failed due to lack of smoke/fire detectors.

**Police Chief Cox** – Child car seats are available at the Police Department for anyone in need. He would like to commend the efforts given by the Fire Dept. on a recent call where CPR was

provided for over 40 minutes. Presentation given by Volunteer Code Enforcement Officer with before and after photos showing code enforcement violations that have been addressed by property owners.

**Fire Chief Sheppard** – Had 43 calls, 28 in the city and 2 outside fires this past month. There were 3 fire alarms: 1 private and 2 at the school. There were 21 medical calls. The department averages 400 calls per year and to date they are past this number. There are a few places in town where people are living in “sheds” and he would like to see this addressed. City Planner Piercy said that this would be a code violation referencing the minimum square footage for a residence and could lead to fining the property owner.

**City Administrator Tijerina** – Position as part-time City Clerk has been filled. He will provide a treasury report at the next council meeting.

**Next Ordinance #1295; Next Resolution #919**

**COMMENTS**

Council Member Wellein recognized Allison Gooding for her effort at cleaning up the Community Garden.

Council Member Glassco will be resigning from Council as of this Friday. The Mayor thanked him for his commendable service. City Planner Piercy also thanked him for the many recommendations concerning the shoreline area over the years.

**ADJOURNMENT**

**M /Rushton, S /Sanderson; to adjourn at 6:56 pm. Motion carried unanimously.**

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Raymond Gravelle, Mayor

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Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 16, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Sanderson, Wellein, Still, Kovach, Rushton

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

City Staff Members Present: Police Chief Cox, City Planner Piercy, City Administrator Tijerina, City Attorney Kenison and Administrative Assistant Siebert

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – October 2, 2019
  - Claim EFTs & Claims #19684-19711 in the amount of \$54,507.69
  - Payroll EFTs & Claims #25873-25874 in the amount of \$18,411.75
  - Resolution 918- A Resolution of the City of Soap Lake, Washington, Establishing Rates for Smokiam Campground and Kamper’s Korner
  - Final Progress Estimate No. 3
- **MAYOR’S MESSAGE**
  - A. Oath of Office – Officer T. Jones
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Banner Bank Loan
- **NEW BUSINESS**
  - A. Ordering of Dumpsters for Free Dump Days
  - B. Alpha Pyrotechnics Inc. Proposal for Barge
  - C. A Resolution Declaring Certain Personal Property Surplus to the Needs of the City and Directing its Disposal in a Commercially Reasonable Manner
  - D. Bill of Sale for Surplus Property and Release
  - E. Water Service Line Issues – Property Owner Responsibility
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #919**
- **COMMENTS**
- **ADJOURNMENT**

## CONSENT AGENDA

**M / Sanderson, S / Rushton;** to accept the consent agenda as presented. **Motion carried unanimously.** Council Member Kovach noted about a \$4000. difference in total dollar amount of payment. City Administrator Tijerina explained that it was probably due to retainage, but he would check the numbers.

**MAYOR'S MESSAGE** Selland Construction will be working on the road construction project during the next two Saturdays. The concern is for the weather and asphalt availability. Council Member Sanderson asked if there would be extra charges for overtime. Mayor said that there were no change orders submitted. Mayor asked City Administrator Tijerina to schedule Council Retreat for Monday, October 28<sup>th</sup> at 1:00 pm at either Cloudview or the conference room at the Inn. Mayor administered the oath of office to the newest SLPD officer, Officer T. Jones.

**REPORT OF STANDING/SPECIAL COMMITTEES** Winterfest Committee held first meeting last Monday. Next meeting will be Monday, Oct. 28<sup>th</sup> at 6:30 pm at the elementary school conference room. Committee is looking forward to a similar event as last year, but with tree decorating in the downtown area and more lights. Council Member Rushton asked if there was a need for more artificial trees? Kayleen said maybe, as they are wanting to decorate gazebo as well. She will also be in contact with Alpha Pyrotechnics company for possible fireworks display.

## PUBLIC COMMENT

Ms. Neihart, 419 Main Ave. W – introduced new reporter with Grant County Journal. Also, concerned about all the noise associated with the road construction, sometimes late at night, but is glad that it is almost complete. Would also like to know if there is an existing ordinance for the size of billboards/signs and who approves this.

Ms. Agliano, 37 Hemlock – the food bank quarterly newsletter is available.

## OLD BUSINESS

- A. Banner Bank Loan – City Administrator Tijerina informed the council that he believes it to be in the best interest of the City to wait for planned projects and payments to be completed for the year 2020 before pursuing the renovations for City Hall. The Mayor agrees since estimates for the completed renovation have been well above the \$400,000. mark of the available remaining unused loan amount. Council Member Wellein and Mayor would like to have the total amount spent on the renovation of City Hall to date. City Administrator Tijerina will get that figure for next council meeting.

## NEW BUSINESS

- A. Ordering of Dumpsters for Free Dump Days – this service is provided by the City twice a year. The dumpsters will be available November 1-30 and both dumpsters will be located at recycling center by the public works facility.
- B. Alpha Pyrotechnics Inc. Proposal for Barge \*\*
- C. A Resolution Declaring Certain Personal Property Surplus to the Needs of the City and Directing its Disposal in a Commercially Reasonable Manner \*\*

D. Bill of Sale for Surplus Property and Release \*\*

\*\* Items B-D were not discussed, as it was brought to the attention of the Mayor that the item in question was previously sold as surplus by public auction.

E. Water Service Line Issues – Property Owner Responsibility – Mayor asked that a flyer be sent out to all affected property owners.

### **REPORTS OF CITY OFFICERS**

**Police Chief Cox** – Trunk or Treat will be Oct. 31, starting at 5pm, at Akins and area agencies will be helping out at the event. Officer Jones will be in field training status for about 8 weeks. Advise was given to Akins to help with recent shoplifting offenses.

**City Administrator Tijerina** – Porta-potty at the City park has been repeatedly vandalized. It has been removed.

**City Planner Piercy** – Many rental owners have come into compliance with initial inspection failure. Rental owners have until the beginning of 2020 to comply with inspections or face loss of their business license. He has sent the proposal for the wetland delineation back to the Department of Ecology for clarification on the scope of work that would be done. He should be able to bring the completed proposal back to next council meeting. Any expense would be from the park fund.

### **Next Ordinance #1295; Next Resolution #919**

### **COMMENTS**

Council Member Wellein thanks the Lauziers for helping paint McKays. He also questioned Chief Cox about his patrol vehicle.

Council Member Kovach asked who the contact person for help with Code Publishing. This is Admin. Asst. Siebert. He also wanted to know where Kamper's Korner was in relation to Smokiam Campground. Kamper's Korner is the dry ground camping area.

### **ADJOURNMENT**

**M /Sanderson, S /Rushton;** to adjourn at 6:25 pm. **Motion carried unanimously.**

**Closed Session held for Labor Negotiations.**

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Raymond Gravelle, Mayor

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Jody Siebert, Administrative Assistant

## **Budget Retreat**

Date: November 4 2019

Start: 10:00am

### **Agenda:**

Review 2020 appropriated budget for General Fund 001

### **Roll Call: Council Members Present**

Mayor Gravelle, Council member Still, Council member Kovach, Council member Sanderson, Council member Rushton

### **City Staff Members:**

City Administrator Tijerina and Police Chief Cox

### **Discussion Items:**

- Revenues and expenditures for the General Fund
- Request for two additional Full Time Police Officers
- Request to promote current city office assistant from PTE to FTE

### **Action Items:**

- Make necessary changes to the General Fund

### **Next Meeting:**

November, 13<sup>th</sup> at 10am at the Soap Lake Elementary School Conference room, 527 2<sup>nd</sup> Ave SW, Soap Lake, WA 98851.

**Budget meeting adjourned at 12:30pm**

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 6, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Sanderson, Wellein, Still, Kovach, Rushton, Tweedy

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – October 16, 2019
  - Claim EFTs & Claims #19712-19755 in the amount of \$109,347.75
  - Payroll EFTs & Claims #25876-25881 in the amount of \$21,610.41
  - A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **MAYOR'S MESSAGE**
  - A. To Recognize Council Member Kovach
- **REPORT OF STANDING COMMITTEES**
  - A. Park Committee
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. An Ordinance Amending the Soap Lake Municipal Code Title 5 to Add a New Chapter 5.12 Titled "Garage Sales"
- **NEW BUSINESS**
  - A. Land Swap between School District and City of Soap Lake
  - B. Ginkgo Street & FEMA Repairs Change Order 1
  - C. Progress Estimate 2, Ginkgo Street and FEMA Repair Project
  - D. Interagency Agreement Between the Washington Traffic Safety Commission and Soap Lake Police Department
  - E. WEMS Grant: Washington Traffic Safety Commission
  - F. Special Event Permit: Winterfest
  - G. AN ORDINANCE of the City of Soap Lake, Washington, relating to the sewer system of the City; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extensions of the City's sewer system; declaring the estimated cost thereof as nearly as may be; authorizing the issuance of a sewer revenue bond anticipation note (non-revolving line of credit) in the maximum principal amount of \$3,880,000,

pending the issuance of a sewer revenue bond authorized herein; creating and adopting certain funds and accounts; specifying the terms and covenants of such note; providing for delivery thereof to Banner Bank, Moses Lake, Washington; and providing for other matters properly relating thereto.

- H. AN ORDINANCE of the City of Soap Lake, Washington, amending Ordinance No. 2014-1181.
- I. Soap Lake 2019 Sewer BAN Ordinance Changes
- J. AN ORDINANCE of the City of Soap Lake, Washington, relating to the water system of the City; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extensions of the City's water system; declaring the estimated cost thereof as nearly as may be; authorizing the issuance of a water revenue bond anticipation note (non-revolving line of credit) in the maximum principal amount of \$2,385,000, pending the issuance of a water revenue bond authorized herein; creating and adopting certain funds and accounts; specifying the terms and covenants of such note; providing for delivery thereof to Banner Bank, Moses Lake, Washington; and providing for other matters properly relating thereto.
- K. AN ORDINANCE of the City of Soap Lake, Washington, amending Ordinance Nos. 864 and 894.
- L. Soap Lake 2019 Water BAN Ordinance Changes

- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1295; NEXT RESOLUTION #919**
- **COMMENTS**
- **ADJOURNMENT**

## **CONSENT AGENDA**

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

**MAYOR'S MESSAGE** Winterfest lights are up and look very nice. Dumpsters are located at new Recycle Center at Public Works. Please bring only garbage and yard waste, no appliances or hazardous material. He attended IACC conference and learned about possible grant/grant loan for City Hall renovation/remodel. Next budget retreat will be Wednesday, Nov. 13<sup>th</sup> at 10am at Soap Lake High School Library. Final budget will be published soon, and 2 public hearings will be held. Road construction on Ginkgo, Dogwood and Evergreen is almost complete and on budget. Council Member Kovach completed the first level Certificate of Municipal Leadership presented by AWC.

**REPORT OF STANDING/SPECIAL COMMITTEES** Park Committee: Mona Kaiser gave status update on design for Smokiam Park renovation. Committee has concentrated on basketball court design. Local students are working on addition of skateboard park area. An easement has been received from the Bureau of Reclamation.



Winterfest: This event is about 5 weeks away. Next meeting is Nov. 18<sup>th</sup> at the elementary school conference room. Downtown decorating will be Saturday, Nov. 30<sup>th</sup> at 10am. Donations for kids gifts can be made at Recollections.

### PUBLIC COMMENT

Ms. Taylor, 14 Evergreen- representative of Columbia Basin Foundation. Scholarship applications are available in early January.

Ms. Wellborn, 726 Main Ave. E. – Recommended that the City hire a full time Code Enforcement Officer. She submitted a complaint form 5 months ago and is disappointed in the action,lack of, taken by her neighbor.

Ms. Goreman, 207 Ginkgo N. – Soap Lake Conservancy group meets 2<sup>nd</sup> Sat. at the Senior Center at 9:30. This group is working with science teams from local schools and partnered with Department of Ecology. One project has been to take mineral samples from the lake and compare to old samples taken.

### OLD BUSINESS

- A. An Ordinance Amending the Soap Lake Municipal Code Title 5 to Add a New Chapter 5.12 Titled “Garage Sales”. **M/Sanderson, S/Rushton**; to accept an ordinance amending the Soap Lake Municipal Code Title 5 to add a new chapter 5.12 titled “Garage Sales” with the removal of “5.12.030 Registration Required”. Council Member Kovach voted “nay”.

### NEW BUSINESS

- A. Land Swap between School District and City of Soap Lake- **M/Still, S/Kovach**; to approve to engage City Attorney in writing Interlocal Agreement to land swap between Soap Lake School District and City of Soap Lake with legal description of land provided. **Motion carried unanimously.** There was much discussion about the City being able to provide development of affordable housing and relocation of bus barn closer to schools. City Planner Piercy explained that there will be an opportunity to meet with Catholic Charities and bring their expertise with networking with different development groups. Project Manager, Brian Bishop, for the School District, has started land survey to gather legal description needed for Interlocal Agreement. Council Member Sanderson wanted to know if this would affect the dog park in anyway. Mayor said it would not. Mayor emphasized that the current concept for development is for single family homes or apartments, not to parcel out land to individual buyers.
- B. Ginkgo Street & FEMA Repairs Change Order 1- **M/Sanderson, S/Tweedy**; to approve Change Order 1 for the Ginkgo Street and FEMA Repairs project. **Motion carried unanimously.** There is no cost increase as costs were cut in some areas to cover other expenses.
- C. Progress Estimate 2, Ginkgo Street and FEMA Repair Project- **M/Sanderson, S/Tweedy**; to accept Progress estimate 2, Ginkgo Street and FEMA repair project. **Motion carried unanimously.**
- D. Interagency Agreement Between the Washington Traffic Safety Commission and Soap Lake Police Department- **M/Rushton, S/Tweedy**; to authorize Chief Cox to execute

- Interagency Agreement between the Washington Traffic Safety Commission and Soap Lake Police Department. **Motion carried unanimously.** Chief Cox explained that the Soap Lake Police Department was invited to participate in this program again this year because of their high number of successful traffic stops during last years program.
- E. WEMS Grant: Washington Traffic Safety Commission- **M/Tweedy, S/Sanderson**; to authorize Chief Cox to execute the WTSC Enterprise Management System Grant Requirements Acknowledgement Form for High Visibility Enforcement (HVE) Mobilizations. **Motion carried unanimously.**
  - F. Special Event Permit: Winterfest- **M/Sanderson, S/Still**; to approve the Special Event Permit Application for Winterfest 2019. **Motion carried unanimously.**
  - G. An Ordinance of the City of Soap Lake, Washington, amending Ordinance No. 2014-1181. **M/Sanderson, S/Still**; move to approve amendment to Ordinance No. 2014-1181. **Motion carried unanimously.**
  - H. An Ordinance of the City of Soap Lake, Washington, relating to the sewer system of the City; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extensions of the City's sewer system; declaring the estimated cost thereof as nearly as may be; authorizing the issuance of a sewer revenue bond anticipation note (non-revolving line of credit) in the maximum principal amount of \$3,880,000, pending the issuance of a sewer revenue bond authorized herein; creating and adopting certain funds and accounts; specifying the terms and covenants of such note; providing for delivery thereof to Banner Bank, Moses Lake, Washington; and providing for other matters properly relating thereto. **M/Sanderson, S/Tweedy**; to authorize the adoption of an ordinance of the City of Soap Lake, Washington, relating to the sewer system of the City. **Motion carried unanimously.**
  - I. Soap Lake 2019 Sewer BAN Ordinance Changes
  - J. An Ordinance of the City of Soap Lake, Washington, amending Ordinance Nos. 864 and 894. **M/Sanderson, S/Still**; move to approve amendment to Ordinance Nos. 864 and 894. **Motion carried unanimously.**
  - K. An Ordinance of the City of Soap Lake, Washington, relating to the water system of the City; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extensions of the City's water system; declaring the estimated cost thereof as nearly as may be; authorizing the issuance of a water revenue bond anticipation note (non-revolving line of credit) in the maximum principal amount of \$2,385,000, pending the issuance of a water revenue bond authorized herein; creating and adopting certain funds and accounts; specifying the terms and covenants of such note; providing for delivery thereof to Banner Bank, Moses Lake, Washington; and providing for other matters properly relating thereto. **M/Tweedy, S/Sanderson**; to authorize the adoption of an ordinance of the City of Soap Lake, Washington, relating to water system of the City. **Motion carried unanimously.**
  - L. Soap Lake 2019 Water BAN Ordinance Changes

## REPORTS OF CITY OFFICERS

City Planner Piercy – Rental inspections are ongoing, and many have met compliance.

**Fire Chief Sheppard** – Last month there were 33 calls, 21 EMS and 12 fire. 13 EMS calls were in the City and 4 fire alarms. There was 1 outside fire and 1 structure fire in the City. Currently has 4 firefighters about 2/3 through EMS training. When complete, will have 15 EMTs out of the 21 firefighters on staff.

**Police Chief Cox** – During construction, please do not drive over newly made curbs. On Friday, newly paved roads will be treated, and the roads will be closed all weekend. Officer Jones is still field training for 6-8 weeks and may handle close-by County calls for experience. Currently working with IT to develop Crime Tip and Code Enforcement submittal forms on-line. Trunk-or-treat was a big success, lots of kids and candy. Already have received a \$1500. donation for Shop with a Cop from a local business. Discussed Code Enforcement final report.

**City Administrator Tijerina** – Wednesday Budget Retreat meeting will discuss General Funds. General Fund is currently balanced and sees remaining funds to also be balanced. Budget will be posted in Grant County Journal and public hearings will be held for public comment.


**Next Ordinance #1300; Next Resolution #920**

**COMMENTS**

Council Member Wellein stated that the painting of McKays is complete and looks good. He would also like the City to consider leasing goats to control weeds behind McKays next spring.

**ADJOURNMENT**

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

  
Raymond Gravelle, Mayor

  
Jody Siebert, Administrative Assistant

## **Budget Retreat**

Date: November 13, 2019

Start: 10:00am

### **Agenda:**

Review 2020 appropriated budget for Water (401), Solid Waste/Garbage (402), Sewer (403) and Interfund Loans (405)

### **Roll Call: Council Members Present**

Mayor Gravelle, Council member Still, Council member Kovach, Council member Rushton

### **From Public Attendance**

Douglas Bill Bratton, Michelle R Agliano

### **City Staff Members:**

City Administrator Tijerina and Police Chief Cox

### **Discussion Items:**

- Revenues and expenditures for the Water, Solid Waste, Sewer and Interfund loans
- When will reimbursements for city projects be processed and entered into the city's revenue budget

### **Action Items:**

- Make necessary changes to any appropriate funds

### **Next Meeting:**

November, 20<sup>th</sup> at 5:30PM

Location: Soap Lake Elementary School Conference Area

527 2<sup>nd</sup> Ave SW, Soap Lake, WA 98851.

**Budget meeting adjourned at 1:05PM**

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 20, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Sanderson, Wellein, Still, Kovach, Rushton, Tweedy

City Staff Members Present: Police Chief Cox, City Administrator Tijerina, City Attorney Kenison and Administrative Assistant Siebert

City Planner Piercy is excused.

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – November 6, 2019
  - Claim EFTs & Claims #19756-19803 in the amount of \$68,208.92
  - Payroll EFTs & Claims #19760-25885 in the amount of \$53,924.94
  - Minutes – Budget Retreat November 6, 2019
  - Minutes – Budget Retreat November 13, 2019
- **PUBLIC HEARING**
  - A. 2020 Preliminary Budget
  - B. Ad Valorem Property Taxes
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Ordinance 2019-1300
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1300; NEXT RESOLUTION #920**
- **EXECUTIVE SESSION-** to discuss Real estate sale, purchase or lease RCW 42.30.110(1)(b)
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

## PUBLIC HEARING

### A. 2020 Preliminary Budget:

Opened: 5:35 pm

- Mr. Castillo, 427 1<sup>st</sup> Ave SE, asked for a copy of the proposed budget. City Administrator Tijerina passed out preliminary draft. During next council meeting on Dec. 4, the final budget will be presented.
- Ms. Gould, 49 Ginkgo St S, Does the Solid Waste Fund include the recycling center? Will this include ability to recycle items in the future? Chief Cox said that the City is checking to see what the company will offer as far as recycling options.
- Ms. Beckwith, 33 N Dogwood, What is the consumer trust fund? City Administrator Tijerina explained that this is a non-revenue fund. What is the treasurer's suspense fund? Tijerina explained that is a beginning balance fund.
- Ms. Agliano, 37 Hemlock St N, What is the stadium tax? Tijerina explained that is a tax collected on hotels/motels, basic tourism tax.

Closed: 5:44 pm

### B. Ad Valorem Property Tax

Opened: 5:45 pm

- City Attorney Kenison explained that this is not a property tax increase. Passing an ordinance allows the City to receive a portion of tax collected at the County level. Without passing, the City would loose out on the money.

Closed: 5:46 pm

Mayor asks for point of order to add Ordinance 2019-1300 to the agenda. An Ordinance Fixing the Amount of Taxes to be Levied in the Sum of \$159,412.21 and Levying the Same Upon All Taxable Property, Both Real and Personal, in the City of Soap Lake, Washington, for Collection in 2020. **M/ Tweedy, S/Sanderson**; to adopt ordinance 2019-1300, An Ordinance Fixing the Amount of Taxes to be Levied in the Sum of \$159,412.21 and Levying the Same Upon All Taxable Property, Both Real and Personal, in the City of Soap Lake, Washington, for Collection in 2020. **Motion carried unanimously.**

**MAYOR'S MESSAGE** Enjoyed recent local musician that played last weekend at the Gallery.

**REPORT OF STANDING/SPECIAL COMMITTEES** N/A

## **PUBLIC COMMENT**

Ms. Niehart, 419 main Ave W, grateful for access to the dumpsters, nice improvement, but dumpsters are full. Mayor said that they are emptied once a week. Also, on Nov. 27<sup>th</sup>, there will be free curbside pickup for maximum of 40 lbs., no hazardous materials.

Mr. Marshall, would like to add an agenda item for next council meeting: Sign on corner of Daisy and Main, listing area businesses.

**OLD BUSINESS**

**NEW BUSINESS**

**REPORTS OF CITY OFFICERS**

**Police Chief Cox** – Statistical handout provided showing reported crime, date, time, and disposition. Read letter from Officer Rowland explaining fundraising efforts for Shop with a Cop 2019. Officer Rowland will be selling singing Christmas grams for \$20. a song. Also, officers will be participating in Tip a Cop at Sophia's, date to be announced. All proceeds from these events will benefit Shop with a Cop. These funds stay local and benefit local children and their families.

**City Administrator Tijerina** – Final payment on Main Ave improvement project, a SIP Grant program, was made. Also, would like to add agenda item for next council meeting to discuss date of first council meeting of 2020.

**Next Ordinance #1301; Next Resolution #920**

**COMMENTS**

Council Member Kovach would like to provide a training during one of the first council meetings of 2020 for new council members.

**EXECUTIVE SESSION** – to discuss Real estate sale, purchase or lease RCW 42.30.110(1)(b)

Start: 6:18 pm for 22 minutes.

Extended 5 minutes per Attorney Kenison.

Ended: 6:45 pm

Chair looking for a motion for City to bid on old Delancy School lot numbers 080694012-080694018 at the County tax title sale on Nov. 22, 2019 for an amount not to exceed agreed upon price by council. **M/ Still, S/Sanderson**; to bid on lot numbers 080694012-080694018 at the County tax title sale on Nov. 22, 2019 for an amount not to exceed agreed upon price by council. **Motion carried unanimously.**

**ADJOURNMENT**

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

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Raymond Gravelle, Mayor



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Jody Siebert, Administrative Assistant

**MINUTES CITY OF SOAP LAKE PUBLIC HEARING**

December 2, 2019

Public Hearing on 2020 Proposed Budget

Hearing open at 5:30

Two citizens present: Judith Gorman and Bill Bratton

Hearing closed at 6:02

  
Raymond Gravelle, Mayor

  
Anita Richardson, Deputy Clerk



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 4, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Sanderson, Still, Kovach, Rushton, Tweedy

City Staff Members Present: Police Chief Cox, City Attorney Kenison, Fire Chief Sheppard, City Planner Piercy and Administrative Assistant Siebert

**M/Rushton, S/Still;** to excuse Council Member Wellein. **Motion carried unanimously.**

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – November 20, 2019
  - Claim EFTs & Claims #19804-19821 in the amount of \$22,993.80
  - Payroll EFTs & Claims #25890-25891 in the amount of \$24,868.12
- **PUBLIC HEARING-** Final Budget Hearing
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. School Land Swap
- **NEW BUSINESS**
  - A. Corner Business Sign – Local Business Directory at corner of Daisy and Main
  - B. First city Council Meeting for 2020 – Date
  - C. Progress Estimate No. 3 for the Ginkgo Street and FEMA Repairs Project
  - D. Ephrata Sportsmen's Association
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1301; NEXT RESOLUTION #920**
- **EXECUTIVE SESSION-** Contract Negotiations
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

## **PUBLIC HEARING**

### A. 2020 Final Budget:

Opened: 5:35 pm

- Council Member Still asked question about Mineral Water Fund.
- Mayor Gravelle asked question on behalf of citizen, about current debt on City Hall renovation/remodel
- City Administrator, Nic Tijerina, was called on the phone to answer questions. City Administrator Tijerina explained that about \$100,600. has been spent on the City Hall Remediation, including Banner Bank loan. He has also looked at old ordinances concerning the Mineral Fund and Water Fund. Council Members Tweedy and Still stated that they believe that the transfer did not take place. City Administrator Tijerina will be looking at this some more.

Closed: 5:42 pm

**MAYOR'S MESSAGE** Lakeview Country Club has new ownership. Winterfest will take place this Saturday and Downtown area is all decorated. Mayor presented 3 employees from Selland Construction and one City of Soap Lake employee a Citizen's Award for Heroism for their quick action at a structure fire on Juniper St. where residents were awakened and helped out of the burning home. Those honored: Alex Rodriguez, Michael Parkhill, Ricky Rodriguez and Daton Garnes.

**REPORT OF STANDING/SPECIAL COMMITTEES** Winterfest is this Saturday. Kayleen thanked all volunteers, City of Soap Lake, Chamber of Commerce, Fire District 7, Soap Lake Police Department, Local Merchants and the School District for all their support. This is the last event in the Centennial Celebration line up for the year. Maps will be handed out with times and locations of events that take place throughout the day.

## **PUBLIC COMMENT**

Ms. Niehart, 419 Main Ave W, disappointed that the dumpsters were not available on Saturday, Nov. 30<sup>th</sup>. Chief Cox explained that Consolidated was called to come and pick up dumpsters early, due to people dumping garbage all over and around the collection site.

Ms. Gould, 49 Ginkgo St. S, asked if street signs would be put back up soon. Also, wanted to make sure PD was aware of house on Hemlock.

Ms. Bryson, 614 Main Ave. E, thanked the Mayor for his 8 years of service to the City and all the councilmembers that have worked hard over the last 4 to 8 years.

## **OLD BUSINESS**

- A. School Land Swap – Mayor gave update: waiting for school district to produce survey of land which will be given to the City Attorney who can then start working on the interlocal agreement.

## **NEW BUSINESS**

- A. Corner Business Sign – Local Business Directory at corner of Daisy and Main – Mr. Marshall would like to bring this back to the agenda at a later time when more details are available. He showed a “draft” of the sign design, explaining that each participating business would have one foot by three foot sign on each side of the larger sign and would pay a yearly fee to have their sign displayed.
- B. First City Council Meeting for 2020 – Date- Council decided the first meeting of the year will be on Thursday, January 2<sup>nd</sup>.
- C. Progress Estimate No. 3 for the Ginkgo Street and FEMA Repairs Project – **M/Rushton, S/Sanderson**; to accept the progress estimate No. 3 for the Ginkgo Street and FEMA repairs project as presented. **Motion carried unanimously.** Council Member Sanderson remarked that the project looks like it is under budget.
- D. Ephrata Sportsmen’s Association – **M/Tweedy, S/Rushton**; to authorize Chief Cox to sign the agreement between the Soap Lake Police Department and the Ephrata Sportsmen’s Association for the amount of \$300.00 for one year gun range usage fee from January 1, 2020 to December 31, 2020. **Motion carried unanimously.**

**REPORTS OF CITY OFFICERS**

**City Planner Piercy** – He is continuing rental home inspections. Four were done today and all four failed. All past failures have been brought up to code, which is the purpose of the inspections. 1/3 of rental properties will be inspected this year.

**Fire Chief Sheppard** – 34 calls last month, 2 structure fires, 2 outside fires, and 11 EMS calls in town. Encourages everyone to check fire/smoke alarms in their homes and possibly replace. Fire Department can be contacted for help with this and they have free fire/smoke alarms available.

**Police Chief Cox** – Still accepting Shop with a Cop donations. Officer Rowland is still making appointments for Christmas Singing Grams for \$20. Officer Jones will be off of FTO soon. Officer Gallaher will start on Dec. 16<sup>th</sup> and attend academy in February. Still looking to hire one more officer. SLPD will participate in upcoming Washington St. Traffic Safety DUI and Distracted Driving Patrols. Also, looking to purchase a LiveScan machine to fingerprint all cite and release citations issued. This will allow for Criminal History to be updated more accurately.

**Next Ordinance #1301; Next Resolution #920**

**COMMENTS** N/A

**CLOSED SESSION** – to discuss Teamster Contract

Start: 6:30 pm

Ended: 7:13 pm

**ADJOURNMENT**

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Raymond Gravelle, Mayor

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Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 18, 2019

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Gravelle, Sanderson, Kovach, Rushton, Tweedy and Wellein

City Staff Members Present: City Planner Piercy, City Administrator Tijerina and Administrative Assistant Siebert

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – December 4, 2019
  - Minutes City of Soap Lake Public Hearing – December 2, 2019
  - Claim EFTs & Claims #19823-19855 in the amount of \$132,732.58
  - Payroll EFTs & Claims #25894-25895 in the amount of \$19,530.58
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. An Ordinance Adopting the Budget for the City of Soap Lake, Washington, for the Fiscal Year Ending December 31, 2020
  - B. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Water Service – Chapter 13.18 Appendix "W" Water Rates
  - C. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Sewer Service – Chapter 13.14 Appendix "S" Sewer Rates
  - D. Vacation Leave
  - E. Contract Between City of Soap Lake and Huntwork Enterprise, LLC – HVAC Replacement in Police Department Shop
  - F. 2020 Tourism Funding Requests
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1301; NEXT RESOLUTION #920**
- **COMMENTS**
- **ADJOURNMENT**

## CONSENT AGENDA

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

**MAYOR'S MESSAGE** Mayor explained outstanding easement issues related to the City's Water/Sewer Project. Letters were sent out to affected residents asking for them to come into City Hall and have the easement notarized. The easement will not change use of anyone's property but allows the City to repair the water/sewer line. There will be very little surface damage and fencing and landscaping that may be disturbed will be replaced. The replacement cannot start until all the easements have been completed.

This is the last City Council Meeting for Mayor Gravelle. He expressed his thankfulness for the citizens of Soap Lake having allowed him to be Mayor for the last 8 years. He thanked his family for their support, City Staff, Police Department, Public Works Department and City Hall Staff. A special thanks went to Karen Dillan. The Mayor also thanked: Consultants (Grey & Osborne, Darryl Piercy and Katherine Kenison), Volunteers and Soap Lake Citizens. He is thankful for the honor of being Mayor, which was both challenging and inspiring. He is confident that the Mayor-elect and Council Members for the coming year will keep Soap Lake in very good hands.

**M/Rushton, S/Wellein;** to add under New Business item A. Grant County Health Department Representative. **Motion carried unanimously.**

**REPORT OF STANDING/SPECIAL COMMITTEES** A big "thanks" to all who helped and gave towards all the Centennial Events and Winterfest this year. The community made these events a success.

## PUBLIC COMMENT

Mr. Kraussy, 423 2<sup>nd</sup> Ave – he is moving away to Sandpoint but would like to come back to Soap Lake area and work on homeless shelter.

Ms. Beckwith, 33 N Dogwood – Thanked Mayor Gravelle and Council Members Wellein and Sanderson for their service.

## NEW BUSINESS

- A. Grant County Health Department Representative – Ms. Atkins from the Health District presented goals and projects that the Health District is participating in this year. She asked that the City keep the Health District in their budget as the monies help promote disease control and immunization education. Citizens can check the Health District's Facebook page for critical health announcements. Mayor Gravelle asked that City Administrator Tijerina follow up with paperwork and contract.
- B. An Ordinance Adopting the Budget for the City of Soap Lake, Washington, for the Fiscal Year Ending December 31, 2020. **M/Tweedy, S/Rushton;** to adopt the budget for the city of Soap Lake, Washington, for the fiscal year ending December 31, 2020. **Motion carried unanimously.** Council Member Kovach asked if funds were set aside

- to secure the Delancy School property. City Administrator Tijerina said that there were existing funds for fencing structure to surround property.
- C. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Water Service – Chapter 13.18 Appendix “W” Water Rates. **M/Rushton, S/Sanderson**; to adopt a schedule of rates and fees for water service – chapter 13.18 appendix “W” water rates. **Motion carried unanimously.**
  - D. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Sewer Service – Chapter 13.14 Appendix “S” Sewer rates. **M/Sanderson, S/Tweedy**; to adopt a schedule of rates and fees for sewer service – chapter 13.14 appendix “S” sewer rates. **Motion carried unanimously.**
  - E. Vacation Leave – **M/Rushton, S/ Tweedy**; to approve Vacation Plan as presented. **Motion carried unanimously.** This was reviewed by all departments. Council Member Kovach mentioned that consistency in the policy will change all wording from “days” to “hours”.
  - F. Contract Between City of Soap Lake and Huntwork Enterprise, LLC – HVAC Replacement in Police Department Shop – **M/Tweedy, S/Wellein**; to table item until Jan. 2<sup>nd</sup> Council Meeting. **Motion carried unanimously.** Council Members would like to review other bids.
  - G. 2020 Tourism Funding Requests – **M/Tweedy, S/Kovach**; to approve tourism funding requests as presented. **Motion carried unanimously.** Council Member Sanderson stated that there are funds available for new events for the coming year.

### REPORTS OF CITY OFFICERS

**City Planner Piercy** – He thanked the outgoing Council Members and Mayor for their service and is looking forward to the future of Soap Lake.

**City Administrator Tijerina** – finished providing information for the state audit.

### Next Ordinance #1302; Next Resolution #922

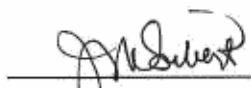
**COMMENTS** Council Member Sanderson stated that when she started on the Council, she wanted to help Soap Lake and she quickly learned all that is involved in running a City. She is sad to leave and thankful for the opportunity to serve on the Council.

Council Member Wellein is still active on the McKay Hospital Board. He thanked everyone for everything.

### ADJOURNMENT

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

  
Raymond Gravelle, Mayor

  
Jody Siebert, Administrative Assistant