

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 2, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Rushton, Still and Tweedy

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – December 18, 2019
  - Claim EFTs & Claims #19857-19887 in the amount of \$40,652.66
  - Payroll EFTs & Claims #25897-25903 in the amount of \$23,209.40
- **MAYOR'S MESSAGE**
- **OATH OF OFFICE** – New Council Members and Officer Gallaher
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Contract Between City of Soap lake and Huntwork Enterprise, LLC – HVAC Replacement in Police Department Shop
  - B. City of Soap Lake Job Description for Municipal Maintenance Worker I
  - C. City of Soap Lake Job Description for Municipal maintenance Worker II
- **NEW BUSINESS**
  - A. Soap Lake Chamber of Commerce – Capital Improvements
  - B. LIVE NATION Police Services Contract 2020
  - C. An Ordinance Amending Soap Lake Municipal Code Section 6.03.020 Titled ADefinintions@
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1302; NEXT RESOLUTION #922**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

**MAYOR'S MESSAGE** Mayor welcomed everyone to the meeting and took time to thank everyone that had helped him in his run for mayor. He gave a brief overview of short-term goals for upcoming council retreat: familiarize new councilmembers with procedures for council meetings, work on getting policy manual into a digital format, issue out notebooks and fill committee positions. He asked that designation of Mayor Pro Tempore be added to next agenda. Mayor proceeded to administer the oath of office to council members Agliano, Arnold, Bratton, Marshall and Rushton. Then, the oath of office was given to Officer Gallaher.

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

**PUBLIC COMMENT**

Mr. Glassco, 25 Cherry St. S. – welcomed new Mayor and Councilmembers. Passed out a proposal explaining the need for an addition to the City's dog park. He would like a small enclosure added so dogs could "meet" through a fenced area instead of out in the open to head off any temperament issues.

**OLD BUSINESS**

- A. Contract Between City of Soap Lake and Huntwork Enterprise, LLC – HVAC Replacement in Police Department Shop. **M/Rushton, S/Agliano;** to accept the contract between the City of Soap Lake and Huntwork Enterprise, LLC for HVAC replacement in the Police Department Shop for the amount of \$8,246.44. **Motion carried unanimously.** Chief Cox explained need for replacement: 2 heaters are old, and no replacement pieces are available. Units had been replaced and have burned up. Currently one heater is running non-stop, which is creating large electric bill. Shop area is open area with 3 working bays used to work on department vehicles.
- B. City of Soap Lake Job Description for Municipal Maintenance Worker I
- C. City of Soap Lake Job Description for Municipal Maintenance Worker II  
**M/Tweedy, S/Marshall;** to accept the job descriptions for Municipal Maintenance Worker I and II with the proposed changes from City Attorney Kenison. **Motion carried unanimously.** City Attorney Kenison asked that the ability to lift 100 pounds be added back to qualifications as an essential job function under each job description. Also, that desired certificates/licenses be placed under required certificates/licenses in each job description.

**NEW BUSINESS**

- A. Soap Lake Chamber of Commerce – Capital Improvements- President Debby Noah and Vice-President Cindi Rang gave an update on upcoming improvements proposed for the front lobby of the Chamber of Commerce Visitor's Center. However, before any improvements are made, they had a question about the long term lease of the building between the Chamber and the City. City Attorney Kenison will draft a lease.

- B. LIVE NATION Police Services Contract 2020 – **M/Rushton, S/Bratton**; to accept the contract between Soap Lake Police Department and LIVE NATION Worldwide, Inc., for Extra-Duty Police Services. **Motion carried unanimously.**
- C. An Ordinance Amending Soap Lake Municipal Code Section 6.03.020 Titled ADefinitions@. **M/Tweedy, S/Still**; to adopt an ordinance amending Soap Lake Municipal Code Section 6.03.020 titled ADefinitions@. **Motion carried unanimously.**

**REPORTS OF CITY OFFICERS**

**Police Chief Cox** – Officer Gallaher is currently starting with FTO training and will be heading to the Academy in February. The department will be hiring one more officer, bumping staff to 6 full-time officers allowing for 24 hour coverage.

**City Administrator Tijerina** – referencing the maintenance worker positions, the City is looking to hire for Municipal Maintenance Worker II and the job description will be posted soon.

**Mayor** – on behalf of the Public Works Department: there was a power outage on the morning of January 1<sup>st</sup> and the generator did not come on like expected, so that issue is currently being looked into.

**Next Ordinance #1303; Next Resolution #922**

**COMMENTS** Councilmember Tweedy – the policy committee needs one more member.

There will be a City Council Retreat, Monday, January 20<sup>th</sup> at noon at the Elementary School. Mayor Kovach will put agenda together which will include committee formation.

**ADJOURNMENT**

**M/ Rushton, S/ Tweedy**; to adjourn at 6:15 pm. **Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

January 15, 2020

### **CALL TO ORDER**

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

### **ROLL CALL**

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Rushton, Still and Tweedy

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

### **AGENDA ITEMS**

- **CONSENT AGENDA**
  - Regular Council Meeting Minutes – January 2, 2020
  - Claim EFTs & Claims #19888-19902 #19926-19939 in the amount of \$884,388.17
  - Payroll EFTs & Claims #25904-25906 in the amount of \$33,335.05
- **MAYOR'S MESSAGE**
- **OATH OF OFFICE – New Council Members and Officer Gallaher**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Appointing Mayor Pro Tempore
  - B. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Sewer Service
  - C. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Water Service
  - D. Appoint council member to GTA Executive Board of Directors
  - E. Dog Park Improvement
  - F. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - G. An Ordinance Amending the Title and Purpose of Fund No. 103
  - H. NeoPost Rental Agreement
  - I. VLK 2020 Quotes
  - J. An Ordinance Creating a Separate K9 Program Fund – Fund No. \_\_\_\_
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1303; NEXT RESOLUTION #922**
- **COMMENTS**
- **ADJOURNMENT**

## CONSENT AGENDA

**M / Rushton, S / Still**; to accept the consent agenda as presented. **Motion carried unanimously.** Mayor asked to add item to Agenda, item A. Soap Lake Public Library was added.

**MAYOR'S MESSAGE** Mayor gave an update on the City's gathering of needed easements. It is currently at 50%. All easements are needed before bid can go out for improvements. The City has received an application for new RV development located west of Division St. across from the HI-CO gas station.

The Mayor recapped the snow removal/plowing procedures: plowing will begin after 3 ½ inches have accumulated and start with main streets and bus routes. Sand will be placed only at intersections and on hills once snow is done falling. The City does not use de-icer as this can run off into the Lake. Homeowners are responsible for sidewalks.

Reminder that there will be a City Council Retreat this Monday, January 20, at the elementary school at noon. Also, the Mayor would like to be available to the public and will be having lunch at 1 PM at the Senior Center on most Sundays prior to council Meetings.

**REPORT OF STANDING/SPECIAL COMMITTEES** Soap Lake Parks and Recreation Committee: the Committee will present the Smokiam Park Plan during a Public Meeting on Friday, February 28<sup>th</sup> at 1:00 pm at the RISE Academy. Proposal includes specific signage to be used at the park entrances. The Committee is also working on refurbishing park benches, designing park signs for displaying park name and park rules and also improvements to the dog park and visitor center.

## PUBLIC COMMENT

Ms. Sanderson, 29 Ash St. N, would like an update on the wetland area of the Soap Lake beach.

## OLD BUSINESS N/A

## NEW BUSINESS

- A. Soap Lake Public Library – Ms. Sanderson brought some concerns about possible repairs that need to be done at the library: new paint on the exterior, new sign to match with City branding logo and replacement/upgrade of entry doors. Representatives from NCRL explained that an assessment will be done on each library building in the region and once completed the list of improvements/ upgrades needed will be presented to the Council. It is their hope to enhance the user experience at each branch location.
- B. Appointing Mayor Pro Tempore – **M/Still, S/Agliano**; to nominate Council Member JoAnn Rushton as Mayor Pro Tempore. **Motion carried unanimously.**
- C. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Sewer Service – **M/Rushton, S/Tweedy**; to adopt the resolution of the City of Soap

- Lake Schedule of Rates and Fees for Sewer Service. **Motion carried unanimously.** Some discussion between Councilmembers as to why the rates seem high and possible impact on residents with limited income. Study done a couple of years ago did recommend fee changes to allow for City wide improvements.
- D. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Water Service – **M/Tweedy, S/Agliano**; to adopt the resolution of the City of Soap Lake Schedule of Rates and Fees for Water Service. **Motion carried unanimously.**
  - E. Appoint Council Member to GTA Executive Board of Directors – **M/Still, S/Rushton**; to appoint Council Member Agliano to the GTA Executive Board of Directors. **Motion carried unanimously.**
  - F. Dog Park Improvements – **M/Tweedy, S/Still**; to authorize the citizen volunteers who formed the “Pooch Patrol” Committee to work with City staff to bring forward ideas for improvements to the dog park. Motion carried unanimously.
  - G. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof- **M/Tweedy, S/Rushton**; to authorize the sale and or disposal of certain declared personal surplus property. **Motion carried unanimously.** Items can be viewed at [www.publicsurplus.com](http://www.publicsurplus.com)
  - H. An Ordinance Amending the Title and Purpose of Fund No. 103 – **M/Still, S/Bratton**; to amend the title and purpose of Fund No. 103. **Motion carried unanimously.** Fund No. 103 is retitled to “Police Department Benevolent Fund”.
  - I. NeoPost Rental Agreement – **M/Rushton, S/Tweedy**; to approve the rental agreement between the City of Soap Lake and NeoPost. **Motion carried unanimously.**
  - J. VLK 2020 Quotes – Two quotes from Vohne Liche Kennels, Inc. were presented to Council for information on start-up cost of K-9 program.
  - K. An Ordinance Creating a Separate K9 Program Fund – Fund No. \_\_\_\_ - item tabled to bring back to next council meeting.

### **REPORTS OF CITY OFFICERS**

**City Planner Piercy** – He has received a quote for the wetland delineation, it will need to be done in late Feb./early Mar.

A couple of issues have come up while working to define the land boundaries for the proposed land swap between the City and Soap Lake School District. The exact location of the drain field from the sewer treatment plant and the force main need to be determined. The force main can be replaced as it is concrete, but there may be a need to relocate the sewer treatment drain field. A survey will need to be done and the results can be presented at February council meeting.

The City has received an application for a 187 space RV park. Project drawings are available at City Hall and comments are accepted through January 24<sup>th</sup>.

**Police Chief Cox** – Interviews for entry level officer will take place tomorrow. December’s calls for service have been posted to PD FaceBook page.

**City Administrator Tijerina** – nothing to report at this time.

**Next Ordinance #1304; Next Resolution #925**

**COMMENTS** City Attorney Kenison clarified the motion to form committee for the dog park is formed from citizen volunteers.

**ADJOURNMENT**

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

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant



## AGENDA

### SOAP LAKE CITY COUNCIL ORIENTATION RETREAT

Soap Lake Elementary School Conference Room

410 S Ginkgo, Soap Lake

Monday, January 20, 2020 at 12:00 pm

**City of Soap Lake, PO Box 1270, 239 2<sup>nd</sup> Ave SE, Soap Lake, WA 98851, (509)246-1211**

The Soap Lake City Council Chambers are handicap accessible. Arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hour advance notice.

#### 1. ROLL CALL

#### 2. AGENDA ITEMS:

- a. Duties and Responsibilities
- b. Committees
- c. Council Meetings
- d. Council Chromebooks
- e. Training Resources
- f. City Resources
- g. Council Priorities

#### 3. ADJOURNMENT

---



# MINUTES SOAP LAKE CITY COUNCIL ORIENTATION RETREAT

January 20, 2020

**Call to Order :** Retreat called to order at 12:00 PM

**Roll Call:** Mayor Kovach and Council Members Rushton, Still, Tweedy, Agliano, Arnold and Bratton

**Discussion:**

- Council worked on setting up their Council Chromebooks
- Mayor Kovach gave a presentation on basic orientation and pointed out useful resources
- Council members discussed committees and plan to vote on appointments to committees at the Feb. 5<sup>th</sup> council meeting
- Council members reviewed past priorities and discussed new ones

**Adjourned:** 2:30 PM

---

Alex Kovach, Mayor

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 5, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Rushton, and Still

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

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

### AGENDA ITEMS

#### ➤ **CONSENT AGENDA**

- A. Regular Council Meeting Minutes – January 15, 2020
- B. Soap Lake City Council Orientation Retreat Agenda and Minutes – January 20, 2020
- C. Claim EFTs & Claims #19951-#19988 in the amount of \$193,989.32
- D. Payroll EFTs & Claims #25909-#25914 in the amount of \$22,103.54

#### ➤ **PUBLIC HEARING**

- A. USDA Rural Grant
- B. Surplus of Public Works 2000 Sterling Garbage Truck

#### ➤ **MAYOR'S MESSAGE**

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

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

#### ➤ **PUBLIC COMMENT**

#### ➤ **OLD BUSINESS**

- A. Dog Park
- B. An Ordinance Creating a Separate K9 Program Fund – Fund No. \_\_\_\_

#### ➤ **NEW BUSINESS**

- A. RISE Academy Students Job Shadowing
- B. Soap Box Derby
- C. RISE Academy Repair Shop
- D. Semi Parking Along Highway
- E. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- F. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- G. Appointments of Council Members to Committees

#### ➤ **REPORT OF CITY OFFICERS**

- **NEXT ORDINANCE #1304; NEXT RESOLUTION #925**
- **EXECUTIVE SESSION** – Litigation and Purchase of Real Estate
- **CLOSES SESSION** – Labor Negotiations
- **COMMENTS**
- **ADJOURNMENT**

**CONSENT AGENDA**

**M / Rushton, S / Bratton;** to accept the consent agenda as presented. **Motion carried unanimously.** Mayor asked to move item B. Old Business to after Executive Session

**PUBLIC HEARING**

- A. USDA Rural Grant – Hearing started at 5:34 PM  
     No public comments made  
     Hearing closed at 5:34 PM
- B. Surplus of Public Works 2000 Sterling Garbage Truck
  - Hearing started at 5:36 PM  
    No public comments made  
    Hearing closed at 5:36 PM

**MAYOR’S MESSAGE** Open bids are taking place through Thursday for the Sewer/Water project and should be ready for Council review on Feb. 19<sup>th</sup>. There is still a public works position open at the City. Position does require a CDL. The City Council Orientation meeting on Jan. 20<sup>th</sup> went well. Council members were able to get laptops set up and discuss/review council procedures and committee membership. Council Members will be given an overview of the Grey & Osborne City projects on the evening of February 25<sup>th</sup> or 27<sup>th</sup>. The Grant County Disability Board is looking for a Council Member to join their board. If interested, the Mayor has contact information. A reminder that the Mayor will be available at the Senior Center on Sundays before City Council meetings at lunch time to meet with the public.

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

**PUBLIC COMMENT**

Mr. Wellein, 126 Gingko St. N – Stated concerns about the expense of a K9 and the image it could give to the City.

Ms. Richardson, 732 Buttercup S. – felt that it is unfair that the citizens of Soap Lake did not get grants for road improvement, but that the proposed RV park would get grants for water/sewer hook-up.

**OLD BUSINESS**

- A. Dog Park – Students from RISE Academy have joined to the project charter and will be providing some of the volunteer labor needed for the proposed improvements.
- B. This item moved to after closed session

## **NEW BUSINESS**

- A. RISE Academy Students Job Shadowing – Students are participating in job shadowing with businesses in the community but are interested in opportunities that may be available at the City. They can contact Chief Cox to set up interview opportunities with staff. Students may be able to help with some office tasks at the City Hall.
- B. Soap Box Derby – RISE Academy student is looking for guidance to get the Soap Box Derby started again, possibly to coincide with another City event that takes place in the spring. Mayor Kovach explained that he can help with the permitting process. Others gave contact information for the Chamber of Commerce.
- C. RISE Academy Repair Shop – Students will be opening a repair shop with a grant received through ChangeX, a Microsoft Grant. The first meeting will be on February 20<sup>th</sup> at 1:00. Students are willing to make repairs to bicycles, small appliances and clothing.
- D. Semi Parking on Highway – Concerned business owners along Daisy St. presented an ongoing parking issue to the Council. Semi-trucks parking along the highway take up many vehicle parking spaces and do not fit within the width of the lane area. Mayor Kovach would like to discuss this issue during the Policy and Personnel Committee and bring ideas/solutions back to the Council. City Attorney Kenison advised the City to look at the City of Warden’s ordinance on semi-truck parking.
- E. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Rushton, S/Agliano**; to authorize the sale and or disposal of 2000 Sterling Garbage Truck. **Motion carried unanimously.**
- F. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Rushton, S/Agliano**; to authorize the sale and or disposal of MAK rifle and Iver Johnson revolver. **Motion carried unanimously.**
- G. Appointments of Council Members to Committees – **M/Still, S/Bratton**; to appoint Council Members to the following committees:
  - Lake Liaison: no new appointments, Council Member Tweedy to resign
  - Parks and Rec: add Council Members Agliano and Marshall
  - Policy and Personnel: Council Member Tweedy and Mayor Kovach to remain, Council Member Still to resign, Council Members Bratton and Agliano to be added
  - Tourism: Council Member Rushton to remain, Council Member Still added
  - Emergency Planning: Council Member Tweedy to remain, Council Members Arnold and Agliano to be added**Motion carried unanimously.**  
**M/Bratton, S/Agliano**; to develop ad hoc committees of Economic Development & Planning and School & Public Hospital district Liaison and appoint Council Members:
  - Economic Development & Planning: Council Member Bratton and Mayor Kovach
  - School & Public Hospital District Liaison: Council Member Bratton**Motion carried unanimously.**

## **REPORTS OF CITY OFFICERS**

**City Planner Piercy** – Quote for wetland analysis has been received. Council Member Rushton shared contact information for a second quote. This item should be ready for Council review on next agenda. RV Park planning will have a public hearing on Feb. 25<sup>th</sup> at 7PM possibly at the Soap Lake High School Library. Department of Ecology will be reviewing a water course that was noted on an old map but is believed to no longer exist. Council Member Bratton asked if the utility hook-ups will go down Division St. City Planner Piercy explained that the utility access will come from Division street. Rental inspections for 2019 are completed and all violations have come into compliance. Notices for the second phase will be sent out in summer.

**Fire Chief Sheppard**- Department is in the process of purchasing a newer firetruck. Last years total calls for service were up by almost 100 calls over previous years. Calls for service for the month of January: 35 calls, 7 EMS calls, 5 outside fires and 3 fire alarms. The Grant County Fire District #7 Auxiliary Highrollers will hold the annual Easter egg hunt on the Saturday morning of Easter weekend. Contact Sheila Burts, 509-771-0063, for more information.

**Police Chief Cox** – January calls for service reached to 128. Currently working on a background for new hire who has received a conditional offer. New hire, Officer Gallaher will be headed to the Academy next week.

**City Administrator Tijerina** – nothing to report at this time.

**EXECUTIVE SESSION** – RCW 42.30.110(b), (c) Real estate purchase and RCW 42.30.110(1)(i) litigation.

Started: 6:45 PM for 10 minutes

Attorney Kenison asked for 3 more minutes

Stopped: 6:58 PM

**CLOSED SESSION** – Contract negotiations. Started at 6:59 PM and ended at 7:31 PM

## **OLD BUSINESS**

(B.) An Ordinance Creating A Separate K9 Program Fund – Fund No. \_\_\_\_

No action taken at this time; item tabled to be brought back at a later date.

**Next Ordinance #1304; Next Resolution #927**

**COMMENTS** N/A

## **ADJOURNMENT**

**M/ Rushton, S/ Bratton;** to adjourn at 7:34 pm. **Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

February 19, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, and Still

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

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – February 5, 2020
  - B. Claim EFTs & Claims #19995 - #20021 in the amount of \$30,902.71
  - C. Payroll EFTs & Claims #25917 in the amount of \$19,088.08
- **PUBLIC HEARING**
  - A. Mineral Water System
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. An Ordinance Creating a Separate K9 Program Fund – Fund No. \_\_\_\_
- **NEW BUSINESS**
  - A. Consultant Agreement for Design Engineering for 2020 Complete Streets Sidewalk Project
  - B. Mineral Water System Plan Adoption
  - C. A Resolution of the City of Soap Lake Adopting the Mineral Water System Plan
  - D. Award Construction Contract for the Water and Sewer (Phase II) Improvements
  - E. Engineering Services Agreement for Water and Sewer (Phase II) Construction Administration
  - F. Amendment No. 21 to Contract for Professional Engineering Services G&O Job No. 18045
  - G. Noxious Weeds/Junk Vehicles
  - H. An Ordinance Amending Chapter 2.16 of the Soap Lake Municipal Code Titled "City Hall Office Hours"
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1304; NEXT RESOLUTION #927**

- COMMENTS
- ADJOURNMENT

### CONSENT AGENDA

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

### PUBLIC HEARING

A. Mineral Water System – Hearing started at 5:34 PM

- Mr. Glassco, 25 Cherry St. S. – Stated that the mineral water is important to Soap Lake, both to residences and businesses. Over the years the maintenance of the system was deferred. If resorts come into the area, they will want commercial development of the system. There would need to be some sort of desalinating of the water.
- Ms. Goreman, 207 Ginkgo St. N. – Thanked G & O for the comprehensive plan presented and liked that it was available to view on the City’s website. She realizes that this is a complex issue. She is concerned that the content of the mineral water is diminishing. The Soap Lake Conservancy group has been working with the Bureau and Department of Ecology, taking samples of the lake water with more monitored and controlled collection sites and samples. If commercial development comes, she will also want desalinating of the water. Is also concerned about disrupting new infrastructure, paved roads in particular, if new water lines need to be run for the mineral water.

Hearing closed at 5:45 PM

**MAYOR’S MESSAGE** City was awarded SIP Grant for sewer development in commercial zone of town and will be presented at next council meeting for council approval. City Administrator is working on open audit and should be done by the end of the month. Mayor met with department heads to talk about Delany School property. He will move forward to collect bids on fencing area off. City Hall is working on new phone messaging system which should be ready soon. Reminder that the RISE Academy Repair Shop starts tomorrow. Also gave reminders for three meetings next week: on Feb. 25<sup>th</sup> at 7:00PM a Public Hearing for the proposed RV Park, on Feb. 27<sup>th</sup> at 5:30PM at the Elementary School Conference Room a Public Hearing presented by G&O to review ongoing City projects and on Feb. 28<sup>th</sup> at 1:00PM the Park Plan will be presented at RISE Academy building.

**REPORT OF STANDING/SPECIAL COMMITTEES** Policy Committee – met on Feb. 10<sup>th</sup>, but plan on regular meetings on the first Monday of the month. Have asked Mr. Wellein to be council chairperson. Discussion included: Semi-trailer parking, RV camp host contract, vacant buildings, operation of city vehicles and chicken coops.

Economic Development/Planning Committee – looking for members. Please contact Mayor Kovach or Councilmember Bratton if interested.



## PUBLIC COMMENT

Mr. Wellein, 126 Gingko St. N – Restated his concerns about the expense of a K9.

Mr. Allen, Interim Administrator of McKay's – Said McKay's is looking for new administrator and introduced Ms. Gartner who is currently completing training to take over position. Mr. Allen would welcome using mineral water from Soap Lake to create a Wellness Center at the facility in the future.

## OLD BUSINESS

- A. An Ordinance Creating a Separate K9 Program Fund – Fund No. \_\_\_\_ - **M/Agliano, S/Bratton**; to adopt an ordinance creating a separate K9 Fund and include a donation receipt with verbiage recommended by the City Attorney. **Motion failed.** Council Members Tweedy, Marshall and Arnold voting "Nay". City Attorney emphasized that this would be to pass ordinance only to start the fund and any bargaining between the City and Union on job description/compensation would be discussed later.

Chief Cox stated that there is a company willing to sponsor the initial cost for the K9. Many "expenses" such as bullet proof vest and kennel charges for housing K9 when officer is on vacation would be covered by donation. The K9 cage for the patrol vehicle was won on auction for only \$87.00. Medical coverage for the K9 can be done through grant process. Additional cost for K9 unit is \$2400-\$2600/yr. K9 program will be funded by donation only, no cost to the taxpayer. Fundraising will take place year round. K9 Officer will be scheduled to work peak call times, currently Thursday -Saturday evenings. If the Officer handling the K9 can no longer work, the K9 can be trained for another handler.

Tabled for next council meeting.

## NEW BUSINESS

- A. Consultant Agreement for Design Engineering for 2020 Complete Streets Sidewalk Project – **M/Tweedy, S/Agliano**; to approve the Consultant Agreement for the 2020 Complete Streets Sidewalk Improvements. **Motion carried unanimously.** G&O explained area will be Ash St., 1<sup>st</sup> Ave. and Division St. This is grant monies. Also, would like to coordinate with other City projects.
- B. Mineral Water System Adoption – G&O explained the adoption of the plan will let the City move forward when ready to review and finalize a plan. A resolution is needed for this. Amendments may be made later. City Planner Piercy said that this will allow the approach of funding agencies for development opportunities.
- C. A Resolution of the City of Soap Lake Adopting the Mineral Water System Plan – **M/Bratton, S/Agliano**; to adopt the Mineral Water System Plan. **Motion carried unanimously.**
- D. Award Construction Contract for the Water and Sewer (Phase II) Improvements – **M/Tweedy, S/Arnold**; to award contract to DW Excavating in the amount of \$4,075,059.31. **Motion carried unanimously.** Work to be done includes replacement of worst water/sewer lines, replacement of all city water meters, and any road repaving needed if damaged during project.

- E. Engineering Services Agreement for Water and Sewer (Phase II) construction Administration – This allows G&O to have engineering inspectors and archeologist on site during project. Project is grant funded through Rural Development USDA. Contract needs to be signed by Mayor.
- F. Amendment No. 21 to Contract for Professional Engineering Services G&O Job No. 18045 – **M/Tweedy, S/Still**; move to approve the consultant agreement for Water and Sewer (Phase II) Improvements Construction Administration engineering services with Gray & Osborne, Inc. **Motion carried unanimously.**
- G. Noxious Weeds/ Junk Vehicles – Ms. Richardson explained her frustration with Sam Israel’s properties located across the street from her residence. The property is not kept. There are noxious weeds, garbage and asphalt from a City project dumped onto it. Neighbors also have many junk vehicles on their property, and she is concerned that if a fire broke out the fire department would have trouble gaining access. Mayor explained that the Code Enforcement Officer is a volunteer and is not here now. Mayor will ask committee to look at City policies and ordinances for a solution.
- H. An Ordinance Amending Chapter 2.16 of the Soap Lake Municipal Code Titled “City Hall Office Hours” **Motion to table.** Councilmembers discussed need to be open 5 days a week. Possibility of volunteers helping, but service agreement needs to be reviewed.

**REPORTS OF CITY OFFICERS**

**City Planner Piercy** – Public Hearing for the proposed RV Park will be Feb. 25<sup>th</sup> at 7PM at the High School Library. Recommendation will be brought to the council for final approval. Shoreline Cottages have been approved.

**Police Chief Cox** – The Grant County work release jail will be closing temporarily due to staffing shortages. It should reopen June 1<sup>st</sup>.

**Public Works** – Mayor gave a brief update: pump station had a cracked line, which was quickly repaired. New employee hired at public works. Wastewater treatment position still open.

**Next Ordinance #1304; Next Resolution #928**

**COMMENTS** N/A

**ADJOURNMENT**

**M/ Still, S/ Tweedy**; to adjourn at 7:07 pm. **Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

# AGENDA

## Special Meeting – Council Retreat

### Soap Lake City Council

Soap Lake Elementary School – Conference Room

410 S Ginkgo

Thursday, February 27, 2020 @5:30pm

**City of Soap Lake, PO Box 1270, 239 2<sup>nd</sup> Ave SE, Soap Lake, WA 98851, (509)246-1211**

The Soap Lake City Council Chambers are handicap accessible. Arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hour advance notice.

#### AGENDA ITEMS

1. **CALL TO ORDER 5:30 PM, PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **BUSINESS** - Gray and Osborne, Inc. – Review and discuss projects
4. **COMMENTS**
5. **ADJOURNMENT**

## **Minutes Special Meeting - Council Retreat**

**February 27, 2020**

**Call to Order:** 5:30pm

**Roll Call:** Bill Bratton, Michelle Agliano, JoAnn Rushton, Dave Tweedy, Alex Kovach, and City Engineers from Gray & Osborne (G&O), Nancy Wetch, Mike Meskimen, and Jamin Ankney.

**Presentation:** G&O on the state of Soap Lake's infrastructure and planning.

- Water
- Wastewater Treatment/ Collection System
- Mineral Water
- Stormwater
- Transportation
- Parks
- Funding

**Q&A:** Council members asked questions throughout the presentation.

**Adjourned:** 8:30pm

---

Alex Kovach, Mayor

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

March 4, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – February 19, 2020
  - B. Claim EFTs & Claims #20022-#20053 in the amount of \$627,679.92
  - C. Payroll EFTs & Claims #25918-#25942 in the amount of \$70,551.96
- **CLOSED HEARING** – Closed Record Hearing for Consideration of Planning Agency Recommendation Regarding the Purple Sage RV Park Planned Development Application
- **MAYOR'S MESSAGE**
- **REPORT OF STANDING COMMITTEES**
- **REPORT OF SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. An Ordinance Creating a Separate K9 Program Fund – Fund No. 104
- **NEW BUSINESS**
  - A. Oath of Office
  - B. Accept SIP Grant Award from Grant County Economic Development Council
  - C. Lease for Senior Center Facility – Soon to Expire
  - D. Appoint Chair and New Member to Policy Committee
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1304; NEXT RESOLUTION #928**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

## **CLOSED HEARING**

A. Closed Record Hearing for Consideration of Planning Agency Recommendation Regarding the Purple Sage RV Park Planned Development Application – City Planner Piercy explained that there was a Public Hearing on this matter on Feb. 25 and an audio recording was made available to councilmembers as well as a written report. Two corrections to the written report: (1) on page 1 – should state 189 unit park, not 187, (2) on page 3 – date should be 2020, not 2002. He then proceeded to ask the council 5 questions:

- Did any of you attend the Public Hearing? Only Councilmember Agliano
- Did any of you have contact/ask questions of applicant? Only Councilmember Bratton asked about park models
- Do any of you have financial gain from development? All answered no
- Can you come to impartial decision? All answered yes
- Does anyone have an objection to the Council hearing this matter? All councilmembers answered no, all in attendance answered no

Councilmember Still asked for clarification on the recommendation for the stormwater runoff plan. City Planner Piercy explained that the recommendation is for 50 year storm event. There are underground vaults included in the development plan to catch stormwater runoff. Councilmember Bratton asked about turn lanes into and out of the development. City Planner Piercy explained that the proposal will be for a left turn lane into the development and a merging lane onto Division St. The developer will be responsible for any costs.

**M/Tweedy, S/Still;** move to approve the Planning Agency Recommendation for approval of the Purple Sage RV Park application for a Planned Development subject to the conditions identified in the Planning Agency recommendation dated February 26, 2020. **Motion carried unanimously.**

**MAYOR'S MESSAGE** Grey and Osborne Infrastructure Planning Documents are available to view on the City's website: [www.soaplakewa.gov](http://www.soaplakewa.gov) Go to Government tab, Departments tab and then Planning tab. City Hall has received a request to allow the soccer league to use Lauzier Park for upcoming games. Volunteer opportunities will be listed on the City's website soon. A reminder for COVID-19, wash hands frequently and stay home if you are feeling sick.

**REPORT OF STANDING/SPECIAL COMMITTEES** Policy Committee – met and discussed semi parking, chicken coops, K-9 and camp host. Committee is developing organizational process and will be bringing agenda items to Council for further discussion.

Parks Committee – 22 people attended the 3 hour meeting regarding the development of East Park. Displays were presented showing potential development plan, including Skatepark and Basketball Court. Committee is looking at 3 different grants and will be applying for one soon.

Winterfest – lights have been taken down from poles and will be used again next Winterfest. Asked if Public Works could take down snowflake lights and store.

## **PUBLIC COMMENT**

Mr. Davis – K-9 program is a positive thing for town, will help with drug problem and provide safety for officers. If veterinary care and food are donated, cost will be lower.

Ms. Rochester, Camp Host at Smokiam RV Park – asked if Smokiam RV Park will stay open with new RV park coming into town. Also wanted to know where new park will be located.

Mr. Beckwith, 33 N. Dogwood – K-9 would be good for added protection and safety of officers and community. Also, could strengthen relationship with County Sheriff Office. Wanted to know potential for local fundraising this year and next year.

Ms. Gould, 49 Ginkgo S. – K-9 adds safety and comfort to area residence. Creates good public relations. Looks forward to K-9 having a Facebook page.

Ms. Gibson, 434 3<sup>rd</sup> Ave NE – Would like garbage cans available through winter months in the parks. Also, would like bathrooms to be open in the parks. Wanted to know if the City still has a noise ordinance and if it was 24/7?

Ms. Noah, 410 E. Main – would like to see the City place “Doggy Stations” throughout the City with bags and garbage containers to help make walking dogs in town and cleaning up after them more convenient.

Ms. Rang – brought photos showing semi-trucks parking in front of her business. Would like to see no parking of semi-trucks in front of businesses on Daisy St. allowed. Talked about how all K-9 programs in Adams and Grant Counties are funded 100% by donations. Doubted that the K-9 program for Soap Lake would cost anything to the City as citizens are happy to donate toward the program. K-9’s are valuable in protecting the life of officers. Pledges an annual fundraiser for K-9 program and donated \$1000.00 tonight.

Ms. Beckwith, 33 N. Dogwood – Contacted Chief Cox and talked to him about cost of K-9 program. Feels that a local K-9 program will be a great deterrent to crime and encouraged the City Council to support.

Ms. Carson, Gladiola St. – her company provided the fireworks show during Winterfest and would like to bring a show for the 4<sup>th</sup> of July. She will be bringing a proposal to next council meeting. Also, would like to bring back motorcycle rally, possibly on Sept. 7<sup>th</sup>. She is working on special permit application. She would also like to have the pot-holes on her street filled in.

Mr. Gravelle, 119 Fir St. – Supports the K-9 program and urged the City Council to vote to support the program. Drew attention to the recent Moses Lake K-9 being injured and the outpouring of support from the community. Asked the Council to support the Police Department. Pledged \$1000.00 to the fund.

Mr. Sharp, 625 2<sup>nd</sup> Place – Believes supporting the local Police Department is important as they watch over the community.

Mayor asks to move Oath of Office to next item on the agenda. No objection.

**NEW BUSINESS**

- A. Oath of Office – Mayor administered the Oath of Office to Officer Jacobsen. Officer Jacobson and his family come from Thurston County. Officer Jacobson has already attended the Academy, so his training will begin with FTO program.

## OLD BUSINESS

- A. An Ordinance Creating a Separate K9 Program Fund – Fund No. 104 - **M/Rushton, S/Bratton**; to approve the Police Department’s K-9 policy, job description and establish the K-9 Fund. **Motion carried unanimously.** Council Members Tweedy and Marshall expressed concern about the K-9 handler not living within the City limits and having a longer call out time. Chief Cox explained that the K-9 will be on patrol during peak times and that most call outs will be drug related and do not have immediate response time.

## NEW BUSINESS

- B. Accept SIP Grant Award from Grant County Economic Development Council – **M/Rushton, S/Agliano**; to accept the SIP Grant Award from Grant County Economic Development Council with the condition that the developer also agrees to pay the \$45,000.00 loan. **Motion carried unanimously.** Mayor explained that there is no cost to the City as developer will deposit funds to cover the initial loan amount and grant monies of \$105,000.00 will fund the project.
- C. Lease for Senior Center Facility – Soon to Expire – **M/Agliano, S/Bratton**; to move forward with lease consideration. **Motion carried unanimously.** Overview of the 40 year old lease between the Senior Center and City given by Mr. McClellan. Senior Center was developed in 1980. It has 125 current members. 5,000 to 6,000 meals are served per year. It supports community events: hosts 10 events per week including community gatherings, memorials, special interest groups and town meetings. The Center would like to pursue a lease to continue to use the building. Currently the City pays utilities and maintenance of the building. The Center only made a profit of \$588 dollars last year and could not take on costs of utilities or maintenance.
- D. Appoint Chair and New Member to Policy Committee – **M/Still, S/Tweedy**; to nominate Councilmember Agliano for Chair Position on Policy Committee. **Motion carried unanimously.** Policy Committee will bring description of duties to the next council meeting.

## REPORTS OF CITY OFFICERS

**City Planner Piercy** – 3 new building permit applications have been received by the City. He is still pursuing additional quotes for the wetland delineation. Should be able to bring this to next council meeting.

**Fire Chief Sheppard** – 34 calls for service last month, 9 EMS calls, 1 structure fire and 1 fire alarm in the City. Fire hydrant on corner of 3<sup>rd</sup> Ave NE and Fern is still missing and needs to be replaced. Working on a grant application from Homeland Security through FEMA for 18 self-breathing apparatuses which would cost \$179,000.00.

**City Administrator Tijerina** – Financial audit is complete for 2017-2018 and all paperwork has been submitted to the state. It usually takes several months for the state to close and write



report. Final requirement is for himself and the Mayor to write plan of action to correct any errors that were found.

**Police Chief Cox** – Items added to agenda packet show costs for K-9 program. Gave description of traffic stop made just a few days ago, where subsequent drugs and firearms were found. Explained that a K-9 could have alerted on this stop and items could have been discovered right away. Burnt house at 127 N. Fern is being removed. Introduced Sergeant Nulph who explained his recent training with WSP, Narcotic Interdiction on Highways, which will aid his upcoming K-9 handler training with an emphasis on stopping drugs coming through and into Soap Lake. Chief said that last years Shop with a Cop fundraiser raised over \$7,900.00 and doesn't see a problem raising money for the K-9 program.

**Next Ordinance #1305; Next Resolution #928**

**COMMENTS** N/A

**ADJOURNMENT**

M/ Agliano, S/ Rushton; to adjourn at 7:01 pm. Motion carried unanimously.

  
\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 1, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton

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

### AGENDA ITEMS

#### ➤ **CONSENT AGENDA**

- A. Regular Council Meeting Minutes – March 4, 2020
- B. Council Retreat Minutes – February 27, 2020
- C. Claim EFTs & Claims #20054-#20103 in the amount of \$98,384.40
- D. Claim EFTs & Claims #20104-#20129 in the amount of \$103,394.53
- E. Payroll EFTs & Claims #25943-#25953 in the amount of \$47,839.51

#### ➤ **MAYOR'S MESSAGE**

#### ➤ **PUBLIC COMMENT**

#### ➤ **OLD BUSINESS**

- A. RD Agreement for the Sewer Phase II Project
- B. Loan Resolution for the Sewer Phase II Project

#### ➤ **NEW BUSINESS**

- A. Declaration of an Emergency for the COVID-19 Pandemic Response
- B. A Resolution of the City Council of the City of Soap Lake Ratifying Proclamation of Emergency and Providing temporary Procedures to Respond to the COVID-19 Epidemic
- C. A Resolution Establishing Policies and Procedures for Implementing Leave Authorized by the Families First Coronavirus Response Act
- D. An Ordinance of the City of Soap Lake Temporarily Removing the Charge of Interest and Late Fees on Utility Accounts; Delaying Termination for Non-Payment; and Declaring an Emergency
- E. Move Forward with USDA Rural Grant

#### ➤ **REPORT OF CITY OFFICERS**

#### ➤ **NEXT ORDINANCE #1305; NEXT RESOLUTION #928**

#### ➤ **COMMENTS**

#### ➤ **ADJOURNMENT**

### CONSENT AGENDA

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

**MAYOR'S MESSAGE** Mayor summarized Declaration of Emergency which lists changes to City's response to public. The City Hall is closed with some employees working remotely. Online phone payments are encouraged. Law Enforcement and Public Works will try to contact public by phone to resolve issues and to minimize public contact. Occupied City facilities are being cleaned often. RV camp site is following state park recommendations. Planned improvements for the water and sewer are still moving forward and contractors will be practicing social distancing. Project should start April 13<sup>th</sup> or 14<sup>th</sup> at 3<sup>rd</sup> Ave. and Canna St. S. During the stay-at-home order, City Council Meetings will be conducted remotely. The Mayor encourages residence to check on neighbors and thanks community's effort of support during this time. Some helpful websites: Grant County Health District [granthealth.org](http://granthealth.org) and Washington State assistance [coronavirus.wa.gov](http://coronavirus.wa.gov)

#### **PUBLIC COMMENT**

There is concern that Public Works employees are out working during the stay-at-home order. City maintenance is essential work.

#### **OLD BUSINESS**

- A. RD Agreement for the Sewer Phase II Project – **M/Agliano, S/Tweedy;** move that the agreement with USDA – RD for the Sewer Phase II Improvements funding be approved. **Motion carried unanimously.** Ms. Wetch explained that this formalizes the grant and loan agreement.
- B. Loan Resolution for the Sewer Phase II Project – **M/Bratton, S/Agliano;** move to approve Resolution 928 for the RD loan related to the Sewer Phase II Improvements. **Motion carried unanimously.**

#### **NEW BUSINESS**

- A. Declaration of an Emergency for the COVID-19 Pandemic Response – **M/Tweedy, S/Still;** to approve the Declaration of an Emergency for the COVID-19 Pandemic Response. **Motion carried unanimously.**
- B. A Resolution of the City Council of the City of Soap Lake Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic – **M/Rushton, S/Arnold;** to approve a resolution of the City Council of Soap Lake ratifying proclamation of emergency and providing temporary procedures to respond to the COVID-19 epidemic. Motion carried unanimously. Council Member Agliano wanted to know if this could be extended past the April 28, 2020 effectiveness date. Mayor said that is could be reviewed if needed at the next council meeting.
- C. A Resolution Establishing policies and Procedures for Implementing Leave Authorized by the Families First Coronavirus Response Act – **M/Bratton, S/Agliano;** to approve the resolution establishing policies and procedures for

implementing leave authorized by the families first coronavirus response act. **Motion carried unanimously.** Clarification was given by City Attorney Kenison that this leave was in addition to employee accrued sick leave.

- D. An Ordinance of the City of Soap Lake Temporarily Removing the Charge of Interest and Late Fees on Utility Accounts; Delaying Termination for Non-Payment; and Declaring an Emergency – **M/Rushton, S/Tweedy**; to approve an ordinance of the City of Soap Lake temporarily removing the charge of interest and late fees on utility accounts; delaying termination for non-payment; and declaring an emergency. **Motion carried unanimously.** Mayor explained that this could be extended past 6 months at a later date. City will be notifying those that qualify through billing process.
- E. Move Forward with USDA Rural Grant – **M/Agliano, S/Bratton**; move to allow Chief Cox to move forward with the USDA Rural Grant application for financing. **Motion carried unanimously.**

### REPORTS OF CITY OFFICERS

**Police Chief Cox** – Officer Gallaher’s academy was suspended but he has been commissioned through past reserve academy, so he is currently working on patrol. Officer Jacobsen has completed FTO and is also working patrol. SLPD is currently providing 24/7 officer coverage. The K-9 Fund has raised over \$5000.00. Patrol Officers do have masks to wear and will provide masks to anyone arrested while in transport to the jail.

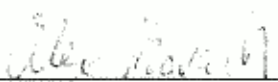
**City Planner Piercy** – During the stay-at-home order, all building permits for the City of Soap Lake have been suspended. Exceptions are limited but include construction related to essential activities (such as healthcare, utilities, and transportation services), to further a public purpose (such as publicly financed low income housing), or emergency situations (such as repairs necessary for safety or structural integrity). An application for construction has been submitted to the City to develop property on Division St. that is next to the well head. The City will be looking at this closely with engineers and Public Works to ensure the integrity of the well head is maintained. Construction of the new RV park is not slated to start until summer as project plans are finalized and the developer will be responsible for sewer line cost and installation.

### Next Ordinance #1306; Next Resolution #931

**COMMENTS** Council Members Still and Rushton thanked the Mayor for his leadership through this difficult time and City Staff and SLPD.

### ADJOURNMENT

**M/ Agliano, S/ Tweedy**; to adjourn at 6:51 pm. **Motion carried unanimously.**

  
\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

April 15, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – April 1, 2020
  - B. Claim EFTs & Claims #20130- #20177 in the amount of \$79,461.88
  - C. Payroll EFTs & Claims #25954 - #25971 in the amount of \$45,181.25
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. School Levy, April 28<sup>th</sup>
  - B. Consolidated Disposal Services, Inc. Third Contract Amendment – Biannual CPI Rate Adjustment
  - C. Quarterly Treasurers Report
  - D. Change Authorized Signers for Banner Bank Account
  - E. A Resolution Establishing Policies and Procedures for Implementing Leave Authorized by the Families First Coronavirus Response Act and Other Employee Benefit Provisions in Response to the COVID-19 Outbreak
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1306; NEXT RESOLUTION #931**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

**MAYOR'S MESSAGE** Mayor asked Council to approve to add Item E above to the agenda. Approved unanimously.

Mayor was able to share agenda online during webinar so everyone could follow along. The City is still under the Stay-at-Home Order and during this time only essential items for business will be placed onto the agenda.

Construction by Seland on FEMA repairs is almost finished on Gingko and the Water/Sewer project has started on Canna and 2<sup>nd</sup>/3<sup>rd</sup> Ave areas. Also, water meter replacements will start soon.

A quick reminder to fill out the 2020 Census. The City is eligible for grant monies based on information provided in the Census. You can go online and fill out at [www.2020census.gov](http://www.2020census.gov)

The City Administrator will discuss the draft audit that came in from the state.

Congratulations to Chief Cox for receiving a top performance award during Target Zero emphasis. Today, the Grant County Sheriff Office in coordination with the Grant County Emergency Operations Center released a phone number to call for anyone needing life-saving advice or seeking services, 509-754-1323.

#### **PUBLIC COMMENT**

N/A

#### **OLD BUSINESS**

N/A

#### **NEW BUSINESS**

- A. School Levy, April 28<sup>th</sup> – A summary of two levies on upcoming April 28 vote was given by Superintendent Sunshine Pray. The first levy is the EP & O for \$2.50/\$1000 assessed value would provide funds for maintenance, extra-curricular activities, sports, technology, projectors, food service, preschool and unfunded staff. The second levy is for Capital Projects where funds will be used for safety and cameras. Proposal is for \$2.21/\$1000 assessed value. Safety upgrade will include key-card entry updates for all access areas.
- B. Consolidated Disposal Services, Inc. Third Contract Amendment – Biannual CPI Rate Adjustment – **M/Ruston, S/Still**; move to authorize Mayor Kovach to sign the third Contract Amendment of the Consolidated Disposal Services, Inc. Contract. **Motion carried unanimously.**
- C. Quarterly Treasurers Report – summary given by City Administrator Tijerina reviews City's goals and revenue projections. First Quarter has been impacted some by the pandemic affecting sales tax revenue. Property taxes will start to be reported by the county soon and will help with revenue. Grant money for police vehicles will replenish some 2020 expenses. Operational budget increased from payment of insurance at the beginning of the year and hiring and equipping new officers. There is a loss of revenue for the Transportation Benefit Fund due to lower car tab amount passed statewide by voters last fall. Monies will also come in for the water/sewer project from grant. A budget retreat will be scheduled soon.

- D. Change Authorized Signers for Banner Bank Account – **M/Bratton, S/Tweedy**; agree to amend presented motion to a motion to remove Steve Wellein, Katherine Sanderson, Raymond Gravelle and John Glassco as signers on all Banner Bank accounts and to add Alex Kovach, JoAnn Rushton and Nicanor Tijerina as signers on all Banner Bank Accounts and to maintain Debra Still and David Tweedy as signers on all Banner Bank Accounts. **Motion carried unanimously.**  
**M/Tweedy, S/Arnold**; agree to amend presented motion to a motion to remove Steve Wellein, Katherine Sanderson, Raymond Gravelle and John Glassco as signers on the Soap Lake Transportation Benefit District Account and to add Alex Kovach, JoAnn Rushton and Nicanor Tijerina as signers on the Soap Lake Transportation Benefit District Account and to maintain Debra Still and David Tweedy as signers on the Soap Lake Transportation Benefit District Account. **Motion carried unanimously.**
- E. A Resolution Establishing Policies and Procedures for Implementing Leave Authorized by the Families First Coronavirus Response Act and Other Employee Benefit Provisions in Response to the COVID-19 Outbreak – **M/Rushton, S/Tweedy**; to approve a resolution establishing policies and procedures for implementing leave authorized by the Families First Coronavirus Response Act and other employee benefit provisions in response to the COVID-19 outbreak. **Motion carried unanimously.** This resolution replaces resolution #930 passed at last council meeting and addresses high risk employees, clarifies emergency sick leave and FMLA and adds definition section.

### **REPORTS OF CITY OFFICERS**

**City Planner Piercy** – Two projects were approved for emergency status this last week. Many project started in February have been placed on hold during the Stay-at-Home Order. A virtual meeting was held with the RV Park Developer to discuss agreement for costs associated with sewer line expansion.

**City Administrator Tijerina** – Findings from the state auditor to be discussed on tomorrow’s conference call: (1) City financials for 2017-2018 revenue and expenses recorded and financial general fund decline for 2015, 2016 and 2017 and likely to include 2018 at some point. (2) City oversight of acquisitions and tracking of assets and surplus items were kept track of by the Police Department but not by City Hall. This has now been remedied with a tracking system implemented.

**Chief Cox** – Columbia Basin Foundation recommended as a best practice that a separate bank account at Banner Bank be opened to process all K-9 donations received. Banner Bank needs council to approve this account being opened for this purpose. City Administrator Tijerina agrees that this process helps keep the K-9 Fund/donations completely separate from City funds. **M/Still, S/Rushton**; to approve the opening of K-9 Fund account at Banner Bank and

designate authorized signers on the account as Alex Kovach, JoAnn Rushton, Nicanor Tijerina, Debra Still and David Tweedy. **Motion carried unanimously.**  
Police Department is still providing 24/7 coverage and in-car video has been added to all patrol vehicles. K-9 Billy was chosen by Chief Cox and Sgt. Nulph last week and will start training process.

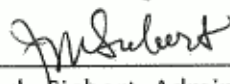
**Next Ordinance #1306; Next Resolution #932**

**COMMENTS** N/A

**ADJOURNMENT**

M/ Tweedy, S/ Arnold; to adjourn at 7:28 pm. **Motion carried unanimously.**

  
\_\_\_\_\_  
Alex Kovach, Mayor

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



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 6, 2020

### CALL TO ORDER

Mayor Kovach called the regular council meeting to order at 5:38 pm.

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – April 15, 2020
  - B. Claim EFTs & Claims #20178-20213 & #25975 in the amount of \$71,540.80
  - C. Payroll EFTs & Claims #25973-25984 in the amount of \$74,974.17
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. A Resolution of the City Council of the City of Soap Lake Extending the Effective Date and Temporary Procedures to Respond to the COVID-19 Pandemic
- **NEW BUSINESS**
  - A. Ordinance for the Planned Development District Zone (Purple Sage RV)
  - B. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - C. Special Event Permit – Soap Lake Hydro Regatta
  - D. 2020 Spring Clean Up
  - E. Adding Credit Card
  - F. Service Agreement with Grant County Economic Development Council
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1306; NEXT RESOLUTION #932**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

**MAYOR'S MESSAGE** Tomorrow at 10am the City will hold a conference call exit meeting with the state auditor. There is a lot of construction around town and the large rock bed is slowing the progress down a bit. This is the 4<sup>th</sup> week of Phase II and 30% of the water mains are done. Two crews are working 10 hour days, 5 days a week . A third crew will start soon to replace water meters. There have been a few inquiries about access to the City Parks and RV Campground. The City is following the recommendations from the State Health guidelines during the COVID-19 pandemic. The bathrooms are closed. Camping is open for essential workers and overnight travelers, maintaining an empty space between campsites.

**PUBLIC COMMENT**

N/A

**OLD BUSINESS**

- A. A Resolution of the City Council of the City of Soap Lake Extending the Effective Date and Temporary Procedures to Respond to the COVID-19 Pandemic. **M/Agliano, S/Tweedy**; to maintain the provisions set forth in Resolution 929 to expire on May 31, 2020 unless extended by formal action of the council. **Motion carried unanimously.**

**NEW BUSINESS**

- A. Ordinance for the Planned Development District Zone (Purple Sage RV)- **M/Agliano, S/Bratton**; to approve Ordinance #1306 adopting Purple Sage RV Resort Planned Development District Zone. **Motion carried unanimously.** City Planner Piercy explained that the ordinance includes language addressing the loan payment for the SIP grant. Council Member Tweedy asked when the construction would begin. City Planner Piercy explained that there are a few more permits and a final review still required of the developer and this construction is nonessential, so construction would only begin once Phase II of Governor's order is entered.
- B. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Still, S/Bratton**; to authorize the Mayor, or his designee, to sell the personal property items in any commercially reasonable manner and to execute necessary documents to complete the sale and conveyance of the personal property items. **Motion carried unanimously.**
- C. Special Event Permit – Soap Lake Hydro Regatta—**M/Ruston, S/Bratton**; to approve the Special Event Permit with flexibility on event date and that the event can be held meeting the COVID-19 state guidelines from the Health Department. **Motion passed** with Council Members Marshall and Arnold voting nay.
- D. 2020 Spring Clean Up- **M/Tweedy, S/Rushton**; move to approve the City of Soap Lake 2020 Spring Clean Up as presented. **Motion carried unanimously.** Services will be open during day hours only. Gate will be closed and locked at night or if the bins get full to prevent creating a mess.
- E. Adding Credit Card – **M/Tweedy, S/Bratton**; to approve Sergeant Spencer Nulph to be issued a Banner Bank credit card with the limit of \$2,500. **Motion carried**

unanimously. Chief Cox explained that the credit card would be used for training and travel.

- F. Service Agreement with Grant County Economic Development Council – M/Tweedy, S/Agliano; to approve the agreement between the City of Soap Lake and Grant County Economic Development Council with the termination date of December 31, 2020. Motion carried unanimously.

**REPORTS OF CITY OFFICERS**

City Administrator Tijerina – nothing to report

Chief Cox – Officer Gallaher has gone back to the academy and is expected to graduate on July 17<sup>th</sup>. The Department is participating in two fundraisers for K-9 Billy. On Friday, at the Busy Bean Coffee Stand, Officers will be filling coffee/drink orders and proceeds will be donated to the K-9 Fund. On Saturday, the Fabric Patch in Ephrata will be having a Mother’s Day Sale/Bake Sale with donations going to the K-9 Fund. The goal to raise is \$16,300. The K-9 Academy will start June 1<sup>st</sup> and by the end of July K-9 Billy should be done with certification process.

City Planner Piercy – Construction has resumed for existing project, with precautions in place through the Health District to maintain a site sign-up sheet to track workers on each job site. Three new construction residential permits were submitted to the City this week. These permits will be reviewed and ready to start as soon as Phase II of the Governor’s order takes effect.

Executive Session – M/Agliano, S/Bratton; to hold executive session for performance of a public employee RCW 42.30.110(1)(g). Motion carried unanimously. Started at 7:03 PM, stopped at 7:28 PM

Next Ordinance #1307; Next Resolution #934

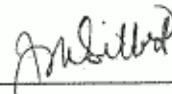
COMMENTS N/A

**ADJOURNMENT**

Meeting ended at 7:28 PM



Alex Kovach, Mayor



Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

May 20, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – May 6, 2020
  - B. Claim EFTs & Claims #20216-20259 in the amount of \$196,604.47
  - C. Payroll EFTs & Claims #25982-25986 in the amount of \$61,732.57
- **PUBLIC HEARING – Community Development Block Grant**
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Community and Senior Center Lease
- **NEW BUSINESS**
  - A. Resolution # \_\_\_\_\_ - Resolution with Certification of Compliance (CDBG)
  - B. Consultant Agreement for Design and CA Services for the Division Street Sewer and Water Extension
  - C. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - D. Surplus Sale to Fire District 7
  - E. Special Event Permit Application- Run to the Desert
  - F. Application for Fireworks Stand Permit
  - G. Bulk Sale of Mineral Water
  - H. CARES Act Funding
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1307; NEXT RESOLUTION #934**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

M /Arnold, S/Bratton; to accept the consent agenda as presented. **Motion passed.** Councilmember Tweedy was having technical difficulties and was not able to vote.

**PUBLIC HEARING-** Community Development Block Grant- Available: CDBG Handout, Participation Guide and Project Outline

Start: 5:46 PM

Mayor gave brief summary

No public comments made

Stop: 5:53 PM

**MAYOR'S MESSAGE** Reminder that next week there will be an extra curb-side garbage pickup during normal residential schedule. An extra 40 lbs. can be set out next to residential bin.

Mayor would like to make a change to agenda. **M/Arnold, S/Still;** to move New Business item (H) CARES Act Funding to Mayor's Message and replace with (H) Dumpsters. **Motion passed.** Councilmember Rushton was having technical difficulties and was not able to vote.

Mayor gave brief update on water/sewer replacement projects around town. Center of town is almost complete and east side has started. Resurfacing of Daisy and roads around City Hall will begin by the end of the month.

CARES Act Funding- the City is eligible for up to \$47,000.00 for emergency response help for local business or possible for the Hospital.

Public can check for updates on the COVID-19 pandemic on the Grant County Health District website: [www.granthealth.org](http://www.granthealth.org)

**PUBLIC COMMENT**

N/A

**OLD BUSINESS**

- A. Community and Senior Center Lease- **M/Arnold, S/Agliano;** to approve City Attorney Kenison to draft lease agreement between the Community/Senior Center and the City of Soap Lake. **Motion carried unanimously.** Many councilmembers would like the lease to be for 5 years.

**NEW BUSINESS**

- A. Resolution # \_\_\_\_\_ - Resolution with Certification of Compliance (CDBG)- **M/Arnold, S/Rushton;** to authorize Mayor Kovach to submit the CDBG application to the state Department of Commerce and certify compliance with state and federal laws and specific program requirements. **Motion carried unanimously.** Mayor explained that this is a formality to apply for the grant and that monies received through the grant would be used for replacement of sewer and water lines in the City. Item becomes resolution # 934.
- B. Consultant Agreement for Design and CA Services for the Division Street Sewer and Water Extension – **M/Still, S/Rushton;** move to approve the Consultant Agreement for the Division Street Sewer and Water extension agreement, pending the approval of a developer agreement and a fully secured funding package. **Motion passed.** Councilmember Arnold was having technical difficulties and was not able to vote.

- C. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Tweedy, S/Still**; to authorize the Mayor or his designee to sell the personal property items in any commercially reasonable manner and to execute necessary documents to complete the sale and conveyance of the personal property items. **Motion passed.** Councilmember Arnold was having technical difficulties and was not able to vote. Item becomes resolution #935.
- D. Surplus Sale to Fire District 7 – **M/Bratton, S/Agliano**; to approve SLPD to sell a 2001 Pace America enclosed trailer to Grant County Fire District 7 for \$4000.00. **Motion passed.** Councilmember Arnold was having technical difficulties and was not able to vote.
- E. Special Event Permit-Run to the Desert- **M/Rushton, S/Agliano**; to accept the special event permit for the Run to the Desert. **Motion passed.** Councilmember Arnold was having technical difficulties and was not able to vote. Ms. Carson explained the plan for the events to include donations of proceeds to the local food bank, a motorcycle show, music, food vendors and kids' games. Councilmembers will encourage the event to follow any recommended guidelines from the Health District pertaining to the pandemic that are being enforced at the time of the event in September.
- F. Application for Fireworks Stand- **M/Agliano, S/Bratton**; to approve the application for the fireworks stand permit from J&M, LLC. **Motion passed.** Councilmember Tweedy voted Nay. There was much discussion among councilmembers concerning selling of fireworks in the City when fireworks may not be allowed in the City. Councilmembers would like to keep the fireworks to the beach area as was permitted last year. Councilmembers would like to here back from Fire Chief Sheppard and his recommendations and Police Chief Cox with an estimate for overtime cost for Officers to work crowd management at the beach area.
- G. Bulk Sale of Mineral Water- Background information given by Mayor as to past interest from companies wanting to purchase mineral water from the City. Ms. Durfee from Creatrix Solutions gave an overview of products and uses of products that would be available from her company if she were allowed to move forward with acquiring mineral water. Councilmembers voiced concerns and would like to discuss this at next council retreat.
- H. Dumpster- Mayor explained that access to the free dumpsters was closed because items not allowed to be dumped are being put into the dumpsters, such as tires. Possible solutions could be to only have the dumpster area open M-F from 7am to 3pm when the area could be monitored by public works employees or focus could be shifted to extra pickup service at residences. Mayor is working on better signage at the dumpster areas to include items that are not allowed. Councilmembers would like to see fliers placed around town to better inform the public of items allowed and not allowed. Councilmember Agliano would like everyone to remember that is a free service provided to

Soap Lake residences and may better serve Soap Lake residences with extra curb-side service.

#### REPORTS OF CITY OFFICERS

City Administrator Tijerina – nothing to report

Chief Cox – K-9 fund has raised over \$23,000.00 with tremendous support from the community and donations received from as far away as New York. A list of donors of \$1000.00 or more will be provided to Council at next Council Meeting for their review.

City Planner Piercy – City is still in a holding pattern for permits as the county needs to enter the reopening phase II before work can begin on any new permits. There are several new permits pending. The developer/owner of 139 acres north of the City is hoping to develop area and to be permitted to be annexed. A presentation will be given to the City Council in near future. Councilmember Still asked about land that is currently being cleared by the Cottages. City Planner Piercy explained that this is permitted and hopes to have a fence permit reviewed and approved soon for this property.

#### Next Ordinance #1307; Next Resolution #936

COMMENTS Councilmember Rushton is concerned about property on 6<sup>th</sup> Ave SW that may have homeless tents. City Planner Piercy said he will discuss this with the Code Enforcement Officer.

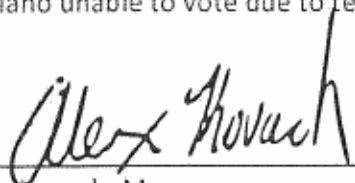
Councilmember Still would like to know when the next Council Retreat is scheduled. Mayor replied that it is scheduled for June 5<sup>th</sup> at noon, location TBA. Also, she will be helping Code Enforcement Officer organize case file load.

Councilmember Bratton said that businesses have an opportunity to win \$5,000.00 in free advertising from radio station 102.1.

Councilmember Marshall would like the dumpster at HiCo that is used for cardboard to be turned around. He said that when the wind blows, the dumpster loses a lot of the cardboard. Mayor noted to contact Consolidated.

#### ADJOURNMENT

M/ Agliano, S/Bratton; to adjourn meeting. Motion passed. Councilmembers Arnold and Agliano unable to vote due to technical difficulties. Meeting adjourned at 8:02 PM

  
\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 3, 2020

### CALL TO ORDER

Mayor Kovach called the regular council meeting to order at 5:31 pm.

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, and Still

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – May 20, 2020
  - B. Claim EFTs & Claims #20262-20281 in the amount of \$268,487.85
  - C. Payroll EFTs & Claims #25987, #26000-26007 in the amount of \$75,385.14
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Change Order No. 1 Water and Sewer (Phase II) Improvements
  - B. City Funding Match for CDBG Water Improvement Application
  - C. RV Campground Rules Amendments
  - D. Ordinance for Northland Cable Franchise
  - E. TASER Contract
  - F. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - G. Acceptance of Checks over \$1,000.00
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1307; NEXT RESOLUTION #936**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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



**MAYOR'S MESSAGE** Congratulations to the graduating class of 2020. There will be a community parade this Saturday after graduation.

Mayor encouraged City Staff and Council to attend Municipal Leadership Conference hosted by AWC on June 23<sup>rd</sup>. Classes are online and free.

An update on the Spring Cleaning Dumpsters: The City has reached their limit at the land fill for free dumping, so the dumpsters are no longer available. There will be an extra pick-up for up to 40 lbs. of extra items during normal residential pick-up time on June 17<sup>th</sup>. The City is looking to expand recycling center to include glass, aluminum, and newspaper.

During the current construction project, two mineral water lines were lost. This will be discussed further at the upcoming Council Retreat on June 5<sup>th</sup>.

Grant County Health District is recommending social distancing of 6 feet and wearing of face masks for those residents venturing outside of their homes. There were 47 new cases of COVID-19 reported this month.

This is the 8<sup>th</sup> week of construction on the water/sewer project. Utility work will move from the central area to the NE corner of town. Road repairs will wait until 2<sup>nd</sup> area is complete. 45% of water mains and 29% of sewer mains have been installed. No water should be shut off overnight, only during the weekday.

#### **PUBLIC COMMENT**

Melanie Beck, received via email: Concerned that her water was shut off without notice on 6/1. Feels that residents should be notified of any scheduled shut offs.

#### **NEW BUSINESS**

- A. Change Order No. 1 Water and Sewer (Phase II) Improvements – **M/Agliano, S/Bratton**; to move to approve Change Order No. 1 for the Water and Sewer (Phase II) Improvements project. **Motion carried unanimously.** Nancy Wetch explained that much more rock removal has been done than was anticipated. Cost was negotiated to keep overall price down.

Councilmember Marshall was able to log into video conference at 5:48 pm

- B. City Funding Match for CDBG Water Improvement Application- Mayor explained that if the City would offer a \$10,000.00 match they may qualify for up to \$900,000.00 in grant funds. The \$10,000.00 would only be payable if the City were awarded a grant. Councilmembers in agreement: Marshall, Bratton, Tweedy, Still and Arnold. Councilmember Agliano was having difficulty hearing the conversation.
- C. RV Campground Rules Amendments – Mayor explained that with help from the Campsite Host, a revision of the rules to the Campground has been created. The document will go to City Attorney for review and be brought back for Council to approve. The goal is to afford the general public access to the Campground. A side note: During the COVID-19 restrictions, there is no tent camping available and bathrooms remain closed.

- D. Ordinance for Northland Cable Franchise – This document will be sent to City Attorney for review and brought back to Council later. City Attorney explained that this is not an exclusive contract, but a right of way permit for the City’s jurisdiction. City Administrator Tijerina said that these contracts are a source of income as the City is paid for the access they give to the company.
- E. TASER Contract – **M/Bratton, S/Arnold**; to approve the new TASER contract between AXON Enterprise, Inc. and Soap Lake Police Department. **Motion carried unanimously.** Chief Cox explained the cost difference as advantageous to the City as the new cost includes a total of 7 TASERs instead of 5, yearly certification cost and docking station for downloads.
- F. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/ Tweedy, S/ Arnold**; to authorize the Mayor or his designee to sell the personal property items in any commercially reasonable manner and to execute necessary documents to complete the sale and conveyance of the personal property items. **Motion passed.** Councilmember Tweedy had technical difficulties and was not able to vote. This item is numbered as Resolution # 936.
- G. Acceptance of Checks over \$1,000.00 – **M/Agliano, S/Bratton**; to accept checks from donors. **Motion passed.** Councilmember Tweedy had technical difficulties and was not able to vote.

**REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – The annual report, due May 29<sup>th</sup>, has been submitted to the State Auditor’s Office. The City is able to make any corrections before the next audit in Sept/Oct.

**Chief Cox** – Parade route for the Class of 2020 will be posted on Facebook. Last month there was \$24,000 in surplus items sold and anticipated \$10,000 for the month of July. Over \$25,000 has been donated to the K-9 Fund. Sgt. Nulph is currently at training in California. Please be aware of the continued construction around town. Soap Lake is not anticipating any planned protests at this time.

**City Planner Piercy** – Phase I restrictions have been lifted and numerous applications for permits have been submitted to the City. The City, City Engineer and Public Works will be working with the landowner of 420 S. Division for development of this property and keeping the City well head protected. A development agreement is being worked on between the City and Purple Sage RV Park developer to bring water/sewer lines to the area. A letter was received from Mr. Tommer expressing his interest to have land he owns annexed by the City and then developed for single family homes. The lots would be a bit larger and not developed for high density occupation. Septic systems would be used in the area, as the topography of the land would not permit sewer lines to be run to this area.

**Next Ordinance #1307; Next Resolution #937**

**COMMENTS** Mayor Kovach wants to remind everyone about the Council Budget Retreat at noon on June 5<sup>th</sup>. It will be an online meeting.  
Councilmember Marshall is not sure if the dumpster has been turned around.  
Councilmember Bratton gave radio station information to many local businesses for their promotion of free advertising.

**ADJOURNMENT**

M/ Arnold, S/Agliano; to adjourn meeting. Motion carried unanimously. Meeting adjourned at 6:39 PM

\_\_\_\_\_  
Alex Kovach, Mayor

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

**Minutes - Council Budget Retreat**

**June 5th, 2020**

**Call to Order:** 12:01pm

**Roll Call:** Bill Bratton, Michelle Agliano, Dave Tweedy, William Marshall, Deb Still, Alex Kovach, City Administrator Tijerina, and Chief Cox.

**Presentation: Financial status report from City Administrator & Chief Cox**


Presented status of finances for current projects and finished projects getting closed out  
Presented active response to state auditors findings  
Presented current measures taken to reduce spending in response to revenue shortfalls  
Presented additional grant awards to be accepted to offset revenue shortfalls

**Presentation: Soap Lake Mineral Water Fund**

Presented updates about mineral water system.  
Presented funding request for mineral water quality observation and reporting.

**Q&A:** Council members asked questions throughout the presentation.

**Adjourned:** 12:56pm



---

Alex Kovach, Mayor

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

June 17, 2020

### CALL TO ORDER

Mayor Kovach called the regular council meeting to order at 5:33 pm.

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton (Due to logistical and technical difficulties: Councilmember Arnold joined at 5:38 PM and Councilmember Rushton at 6:36 PM)

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – June 3, 2020
  - B. Budget Retreat Minutes 06-05-20
  - C. Claim EFTs & Claims #20282-20318 in the amount of \$393,510.64
  - D. Payroll EFTs & Claims #26008-26009 in the amount of \$39,927.28
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Resolution for RV Campground Rules Amendments
  - B. Fireworks at Smokiam Park
- **NEW BUSINESS**
  - A. Project Acceptance for the Ginkgo Street And FEMA Repairs Project
  - B. RV Camp Host Agreement Renewal
  - C. Acceptance of Paul Lauzier Charitable Foundation Grant
  - D. Change Hours of Operation at City Hall
- **REPORT OF CITY OFFICERS**
- **EXECUTIVE SESSION**
  - A. Sale/Surplus of City Property
- **NEXT ORDINANCE #1307; NEXT RESOLUTION #937**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

**MAYOR'S MESSAGE** Construction Update: currently in week 10 and working on the NE section of town. 45% of water and 46% of sewer lines have been completed. Water meters were not read in May and will be reflected on June and July bills. New water meters are currently being installed. During the Budget Retreat, Councilmembers discussed current City project's status and Mineral Water project. Further discussion on this last issue will continue when in person meetings can resume. Rules need to be drafted and posted at the recycle center. Once complete, the recycle enter can expand to include aluminum cans and newspapers, but no glass at this time. Councilmembers will be discussing demolition of Delancy School and old City Hall. Keep up to date with COVID-19 at the Grant County Health District website.

**PUBLIC COMMENT**

Ken Koplin, received via email: Would like to see flags displayed to show civic pride and patriotism along Main Street.

**OLD BUSINESS**

- A. Resolution for RV Campground Rules Amendments- **M/Tweedy, S/Agliano**; to adopt a resolution for rules and regulations for Smokiam Campground owned and operated by the City of Soap Lake. **Motion carried unanimously.** This resolution has been reviewed by City Attorney and becomes Resolution number 2020-937. **M/Arnold, S/Bratton**; to adopt the City of Soap Lake Smokiam Campground Rules and Regulations addressing #5 Camp Sites with a maximum of 8 people allowed per camp site and #8 Noise summer recreation season between April and October. **Motion carried unanimously.**
- B. Fireworks at Smokiam Park – **M/Bratton, S/Marshall**; move to approve Police OT not to exceed \$1000.00 as an expense within the City's 2020 budget for monitoring of Smokiam Park on 4<sup>th</sup> of July and designate Smokiam Park only place where fireworks are allowed in the City in designated area on first come first serve basis and to obey current Grant County Health District's guidelines for social distancing. **Motion carried unanimously.**

**NEW BUSINESS**

- A. Project Acceptance for the Ginkgo Street and FEMA Repairs Project – **M/Tweedy, S/Bratton**; move to accept the Ginkgo Street and FEMA Repairs project as complete. **Motion carried unanimously.**
- B. RV Camp Host Agreement Renewal – **M/Arnold, S/Bratton**; to accept the park host personal services agreement between the City of Soap Lake and Park Host. **Motion carried unanimously.**
- C. Acceptance of Paul Lauzier Charitable Foundation Grant – **M/Agliano, S/Tweedy**; to accept Paul Lauzier Charitable Foundation Grant. **Motion carried unanimously.** Chief Cox explained that this grant was awarded for \$60,000.00 and used to purchase and equip the K-9 patrol vehicle.

- D. Change Hours of Operation at City Hall – **M/Arnold, S/Agliano**; to accept the new hours of operation as Tuesday – Friday from 10 am to 5pm and to review this item in 60 days. **Motion carried unanimously.** Councilmembers discussed allowing office to be closed for clerk to work uninterrupted during morning hours and day of closure (Monday). City Administrator Tijerina explained importance of managing City business with only one clerk.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – He has revised the job description for Deputy Clerk and would like the Policy Committee to review before it comes to council. Council is unanimous to have this reviewed.

**Chief Cox** – Sgt. Nulph has been K-9 Certified in CA during his training. Soap Lake Police Department has received a DOJ Grant for \$250,000.00 over a 3 year time period. Monies will be used to salary for one officer and salary for a School Resource Officer. Grant will be available for Council approval on next agenda.

**City Planner Piercy** – City is seeing surge in building permits. Still working with City Attorney on agreements for RV Park and Tommer sites. Also, working on restrictive covenant with developer at Division St. property which will be brought to Council for review soon.

### **EXECUTIVE SESSION** – Sale/Surplus of City Property

- Started 6:47 PM for 10 minutes
- Requested 15 more minutes
- Stopped 7:12 PM

### **Next Ordinance #1307; Next Resolution #938**

### **COMMENTS**

Councilmember Agliano encouraged others to sign up for AWC conference, which will be held on-line June 23-26.

Councilmembers entered discussion of how to proceed with City Hall building. After much discussion, councilmembers would like to see prices for three options: remove building and put a modular building in place, remove building and build new building or remodel existing building to include new roof.

Councilmember Bratton would like progress on semi-truck parking. Mayor said that this issue is on the Policy Committee agenda.

### **ADJOURNMENT**

M/ Arnold, S/ Agliano; move to adjourn at 7:33 PM. Motion carried unanimously.

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 1, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton (Due to technical difficulties: Councilmembers Agliano and Rushton joined at 5:48 PM)

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – June 17, 2020
  - B. Claim EFTs & Claims #20319-20352 in the amount of \$796,717.57
  - C. Payroll EFTs & Claims #26011-26017 in the amount of \$35,178.50
  - D. Progress Estimate 3, Water and Sewer (Phase II) Improvements
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
- **NEW BUSINESS**
  - A. Soap Lake Planned Development/Tommer Land
  - B. COPS Hiring Program Award
  - C. Review of City Deputy Clerk Job Description
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1307; NEXT RESOLUTION #938**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

MAYOR'S MESSAGE Construction Update: currently in week 12. 45% of water and 50% of sewer lines have been completed. Installation of water meters continues.

Meeting was held this morning for annual insurance audit with WCIA discussing City's risk management steps. The City has earned a 2% discount on premiums and encourages Employees and Councilmembers to attend free online webinars.

City is working through details of having old Delancy School demolished. Once details of work schedules is complete, a special council meeting may be scheduled to approve permits in a timely manner.

For the 4<sup>th</sup> of July celebration, public works will be setting up designated fireworks areas along the Smokiam East Beach area, metal dumpsters will be brought in for extra garbage, Soap Lake Police Department will have extra officer in the area and signs will encourage social distancing recommendations. City Hall office will be closed on Friday in observance of the holiday.

### PUBLIC COMMENT

N/A

### OLD BUSINESS

N/A

### NEW BUSINESS

- A. Soap Lake Planned Development/Tommer Land – Mr. Tommer withdrew this request. Therefore, no discussion on this issue was held.
- B. COPS Hiring Program Award – Chief Cox explained the awarded grant for (2) officer positions of \$250,000.00 over 3 years. Chief Cox asked at the discretion of the Council to approve the Chief and Mayor to sign grant and allow him to ask for a modification to rehire a current officer instead of hiring a 7<sup>th</sup> officer as part-time SRO (School Resource Officer). After Councilmember discussion, it was agreed that the Council would like to see the grant signed and a modification asked for to allow for both positions to be rehires of current officers. **M/Arnold, S/Agliano**; move to approve COPS Hiring Program award number 2020UMWX0270 and authorize Chief Cox and Mayor Kovach to sign. **Motion passed unanimously.**
- C. Review of City Deputy Clerk Job Description – City Attorney has reviewed and suggested edits. City Administrator Tijerina will make changes and bring back for Council review/approval at next meeting.

### REPORTS OF CITY OFFICERS

**City Administrator Tijerina** – Attended WCIA annual insurance audit this morning with the Mayor.

**Chief Cox** – Gave overview of current Code Enforcement efforts from Volunteer C.E. Officer Ross: in 5 different zones of the City, Zone A has 3 open cases and 2 closed; Zone B has 3 open cases, 7 closed, 1 citation issued and 2 written warnings; Zone C has 8 open cases, 5 closed, 5 citations issued and 1 written warning; Zone D has 1 open case; Zone E has 12 open cases, 3 citations issued and 7 written warnings.

Chief explained that two individuals during the month of June accounted for over 40 incident calls. Both individuals needed mental health evaluations done and there is only one mental health evaluator available in the Grant County on any given day.

K-9 Billie and Sgt. Nulph are nearing completion of training and will graduate on July 10<sup>th</sup>. K-9 Billy has earned his certification for drug training and will complete certification for patrol once on duty here in Soap Lake. Officer Gallaher will also be graduating from the Academy in a few weeks.

Soap Lake Officers participated in recent Traffic Safety Emphasis' in Moses Lake, Quincy and out on I-90.

**City Planner Piercy** – Construction interest is still high with developer looking at building on 12-15 lots. Finalizing development with RV Park: working on getting funds from developer transferred into an escrow account so water and sewer lines can be extended. Once ready, this will be brought to Council for approval.

**Next Ordinance #1308; Next Resolution #938**

**COMMENTS**

Councilmember Bratton would like to know when meeting will be for policy committee. Mayor is in process of setting up through emailing possible meeting dates.

Councilmember Tweedy would like to see fireworks ordinance changed at tonight's meeting so it would be in effect by next year. City Attorney said Council could make a motion for an amendment to the current ordinance.

**M/Arnold, S/Agliano**; move to amend current Soap Lake ordinance to limit fireworks for private use to July 3<sup>rd</sup> and July 4<sup>th</sup> only. **Motion carried.** Councilmember Rushton was unable to vote due to technical difficulties. This will become Ordinance 2020-1307.

Councilmember Agliano wanted to know status of Delancy School and City Hall building. Mayor Kovach said the City is still in the process of gathering quotes and options for the City Hall building and there could be a special meeting for the Delancy School once all details are worked out.

**ADJOURNMENT**

**M/Arnold, S/Bratton**; move to adjourn at 6:30 PM. **Motion carried.** Councilmember Rushton was unavailable to vote.

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

## MINUTES SPECIAL SOAP LAKE CITY COUNCIL MEETING

July 8, 2020

### CALL TO ORDER

Mayor Kovach called the regular council meeting to order at 5:01 pm.

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Bratton, Tweedy, Still and Rushton

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

### AGENDA ITEMS

#### ➤ **AGENDA**

- A. Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- B. Demolition of Delancey School
- C. Sale of City Property

#### ➤ **ADJOURNMENT**

### Agenda

- A. A Resolution Declaring Certain Real property Surplus and Authorizing Its Sale – **M/Bratton, S/Rushton**; to adopt a resolution declaring certain real property surplus and authorizing its sale. **Motion carried unanimously.** Mayor explained offer received for property development and looks forward to possibility of having family homes built on these lots. Resolution becomes No. 2020-938.
- B. Demolition of Delancey School – **M/Still, S/Tweedy**; to approve the demolition of Delancey School and accept contract between the City of Soap Lake and DW Construction Contract No. 2020-0708. **Motion carried unanimously.**
- C. Sale of City Property – **M/Tweedy, S/Still**; to move forward with the sale of lots 12-18, Block 5, & N10' Vac 4<sup>th</sup> Avenue. **Motion carried unanimously.**

### Next Ordinance #1308; Next Resolution #939

### ADJOURNMENT

**M/Bratton, S/Agliano**; move to adjourn at 5:28 PM. **Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

July 15, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy, Still and Rushton

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – July 1, 2020
  - B. Special Council Meeting Minutes – July 8, 2020
  - C. Claim EFTs & Claims #20353-20394 in the amount of \$731,390.85
  - D. Payroll EFTs & Claims #26018-26019 in the amount of \$54,441.59
  - E. Q2 Budget Report
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Review of City Deputy Clerk Job Description
- **NEW BUSINESS**
  - A. Soap Lake Mineral Water System Testing
  - B. Park Restrooms
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1308; NEXT RESOLUTION #939**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

M /Tweedy, S/Arnold; to accept the consent agenda as presented. **Motion carried unanimously.** Councilmember Still asked City Administrator if the budget was on track. He replied that some entries still need to be reconciled and he could discuss this in person during a budget retreat.

**MAYOR'S MESSAGE** City is working with the Library to get building ready to open soon. Contracts for the sale and demolition of the Delancey School property have been signed and demolition permit has been submitted. Fireworks on the beach during the 4<sup>th</sup> of July had to be stopped early due to high winds. Fire Chief Sheppard would like to see only a City sponsored display for future celebrations. Mayor advised that the policy committee will be discussing these options. Mayor stopped by the Police Department today and met K-9 Billy. Mayor asked for community's patience when phoning into City Hall as there is currently only one staff member. Still working on gathering bids for the remodel of City Hall building. Update on the construction: 58% of sewer mains and 45 % of water mains have been installed. Area one is complete and area two is almost completed. Curb and gutter restoration/repairs will begin soon in these areas. Once Grant County enters Phase III (less than 25 cases of COVID-19 reported in 14 days), in person meetings can start again. There is CARES Act funding available to community members who may need financial help. Would like Councilmembers to consider forming a committee to look at the sustainability of mineral water system.

#### **PUBLIC COMMENT**

Becka McDowell – spoke with Mayor Kovach about motor vehicles on lake

Kat Sanderson – (via email) concerned about elm tree growing on NE end of West Beach. Also suggests a more permanent barrier along NE Ash St to keep people from driving on the beach. People are camping overnight in the park and by N Ash by the lake edge.

#### **OLD BUSINESS**

- A. Review of City Deputy Clerk Job Description – **M/Agliano, S/Bratton**; to approve the City Deputy Clerk Job Description. **Motion carried unanimously.** This has been reviewed by Policy Committee and City Attorney Kenison.

#### **NEW BUSINESS**

- A. Soap Lake Mineral Water System Testing – **M/Bratton, S/Agliano**; move to approve the expense of \$300.00 from the Mineral Water Fund for the sampling, testing, and recording of mineral water content for this year. **Motion carried unanimously.** Mayor gave brief overview of documents submitted by the Lake Liaison Committee and their request for testing of the lake water to be done consistently at different levels in the tank and through the testing lab used in the past, AMTest Laboratory.
- B. Park Restrooms – **M/Rushton, S/Agliano**; to move forward to rent (5) five port-a-potties to be placed at East Beach, RV park, West Beach and Lauzier Park. **Motion carried.** Councilmember Marshall voted nay. After much discussion of 3 different options: 1. Open all restrooms in the park and pay janitorial fees for cleaning and sanitation 2. Rent Port-a-potties and encourage social distancing and hand washing with signage 3. Close all parks, Councilmembers decided best current option would be to provide port-a-potties in park locations.

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

**City Administrator Tijerina – nothing at this time**

**Chief Cox –** K-9 Billy and Sgt. Nulph are back from training, but training will continue here as K-9 Billy will be training for patrol test. He has enough training to be certified for narcotics. Officer Gallaher will be graduating from the Academy on Friday.

**Next Ordinance #1308; Next Resolution #939**

**COMMENTS**

Mayor Kovach asked if any councilmembers are interested in starting a mineral water committee. A committee was already formed a couple of years ago and Councilmember Tweedy is only current member. No other councilmembers were interested at this time.

Councilmember Bratton gave an update on the Policy Committee- they are working on semi-truck parking and chicken coop/rabbit permits. Also mentioned that the school district is in the process of deciding how to open school in the fall.

Councilmember Still asked about produce sellers on West Beach and if they need a permit. Mayor said yes, and if they do not have one they need to inquire at City Hall. She also had a question about the fence being installed along property that leads to the beach area. Fencing approved by the City Planner and will include easement for public access to the beach.

Councilmember Arnold asked about notifying residence when water service will be interrupted for water meter installation. Mayor said residence are supposed to be getting notification.

Councilmember Agliano was looking for the form on the City's website to register/license dog. Mayor Kovach will try to have that form posted for availability. She is also looking for examples of ordinances form other cities concerning parking policies. City Attorney advised that an ordinance was preferred to a resolution.

Councilmember Marshall would like to see soccer league available at Lauzier Park. Mayor Kovach agreed that this is a good idea. The City currently does not have a policy for reserving the park, league play or rental costs. This is something that the Policy Committee could address.

**ADJOURNMENT**

**M/Rushton, S/Bratton; move to adjourn at 6:40 PM. Motion carried unanimously.**

\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 5, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, Tweedy and Still

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – July 15, 2020
  - B. Claim EFTs & Claims #20395-20429 in the amount of \$60,753.64
  - C. Payroll EFTs & Claims #26020-26025 in the amount of \$30,975.50
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Camp Host Agreement Revision
- **NEW BUSINESS**
  - A. Desert Haul & Dump Value Proposition
  - B. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - C. MACC ACCESS User Acknowledgement
  - D. Volunteer Applications
  - E. Ordinance to Amend 9.22.040 Prohibit Fires at Parks
  - F. Chamber of Commerce Lease Agreement
  - G. Pet Sanitation Stations
  - H. Public Restrooms at Parks
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1308; NEXT RESOLUTION #939**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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



**MAYOR'S MESSAGE** The demolition of the old Delancey School is complete. There was concern from citizens that the building contained asbestos, but that was remediated in 2016. The hole is being filled in and the lot leveled off now and should be complete in a couple of weeks. The City has entered week 17 of water and sewer line updates. 46% of water mains are installed and 65% of sewer mains are complete. Work will start in area 3 which is the west side of town. New water meter installation should be finished by August 18<sup>th</sup>.

### **PUBLIC COMMENT**

Siri Pfaffl, 47 Juniper St S.- would like the City to consider a better process for the free city-wide trash removal. Suggests that residents be mailed a letter showing residency and giving access to the dumpsters.

Leslie Taylor and Robert Edwards, 14 S Evergreen St.- asked if Council would add agenda item to discuss: providing link to documentation regarding the original and expanded projects for the Ginkgo St. Improvements, to address property owner responsibility concerning the gravel filled area bordered by the sidewalk and curb, to detail how the city will maintain the gravel area relating specifically to weed control.

John Glassco, 33 Cherry St S.- expressed concern over not have public restrooms open and need for hand washing area.

Deb Baker-Jagla, 6<sup>th</sup> Ave SE.- concerned about speeding in the area of 6<sup>th</sup> Ave from Division and Hwy 17.

Lynn Rowan, no address provided- would like City to spray for weed control along sidewalks and roads. Also, encourages residents to plant native vegetation that requires little maintenance and water.

Mayor request item to be added to agenda as (H) Public Restrooms at Parks. **M/Agliano, S/Arnold**; to add agenda item (H) Public Restrooms at Parks to the agenda. **Motion carried unanimously.**

### **OLD BUSINESS**

- A. Camp Host Agreement Revision – **M/Bratton, S/Arnold**; to approve revisions to Park Host Personal Services Agreement as presented. **Motion carried unanimously.** Council had previously approved revision, but the Mayor had a meeting with the City's risk management, and they made recommendations. Final revision is now ready for Council's review.

### **NEW BUSINESS**

- A. Desert Haul & Dump Value Proposition – presentation given by the company's owner of services that could be provided in the future for City's lots clean-up. After discussion and questions, there may be an agreement brought to City Council for review at later time.
- B. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Tweedy, S/Agliano**; to authorize the Mayor or his designee to sell personal property items in any commercially reasonable

manner and execute necessary documents to complete the sale and conveyance of the personal property items. **Motion carried unanimously.** Resolution becomes number 2020-939.

- C. MACC ACCESS User Acknowledgement – **M/Tweedy, S/ Bratton**; to approve the Police Chief to sign the MACC ACCESS User Acknowledgement. **Motion carried unanimously.** Documents needed updated signatures because MACC hired new director.
- D. Volunteer Applications – M/Agliano, S/Bratton; to approve the volunteer program as presented. Motion carried unanimously. City attorney has approved paperwork for individual and group volunteers. The City will compile a list. May be able to use volunteers to help with office tasks of scanning and filing at City Hall, painting park benches, or monitoring restrooms/port-a-potties.
- E. Ordinance to Amend 9.22.040 Prohibit Fires at Parks – **this item was tabled** by Councilmember Tweedy and S/ by Councilmember Bratton after much discussion. Council will look at costs to include permanent fire pits in future park design. Would like Fire Chief Sheppard to address specific number of fires in dumpsters.
- F. Chamber of Commerce Lease Agreement – **this item was tabled** by Councilmember Tweedy and S/ by Councilmember Still. Council would like to have City Attorney and representative from Chamber at meeting to discuss the lease agreement.
- G. Pet Sanitation Stations – **this item was tabled** by Councilmember Tweedy and S/ by Councilmember Bratton. This item will be discussed during budget retreat to see if funding can be included as future budgeted item.
- H. Public Restrooms at Parks – **M/Tweedy, S/Bratton**; to add additional service from Basin Septic to include (1) additional sanican at West Beach and (1) additional sanican at Smokiam Park and to have all sanicans cleaned twice a week. **Motion carried unanimously.** This item had much discussion about different options the City could provide for usable restrooms at the City's parks. Currently the sanicans are being vandalized and the toilet paper and hand sanitizer are being taken out. To keep the beach areas open for public use and to avoid crowded areas in the restrooms, for now, the decision to keep the restrooms closed and bring in the sanicans for the next month was agreed upon by council. The extra cost for these services by be covered by monies from the CARES Act, but the Mayor and City Administrator will have to apply and see if this is acceptable.

## **REPORTS OF CITY OFFICERS**

**Chief Cox** – Volunteer Code Enforcement Office Ross has been issuing warning notices and citations for code violations. There are 35 current open cases and 17 closed.

Officer Gallaher handled an attempted suicide call where he spent over two hours talking to the individual and was successful in getting the person to come out of the water. A post on the SLPD Facebook page has received over 2 million views and Chief Cox has received letters and

phone calls from across the country recognizing Officer Gallaher's commendable involvement in this situation. Councilmembers Tweedy, Still and Agliano also wanted to say thank you to Law Enforcement Officers for what they do for the community.

**City Planner Piercy** – The City has received an application to develop the downtown area. Through the SEPA document provided, a 40 guest-room hotel would be built on an area that previously had an established hotel.

City Planner Piercy would like the City to move forward with abatement process for property at 27 Juniper. In order to start this process, SLMC 15.28.110 requires a title search to be conducted for proof of ownership. This process will cost between \$300. and \$500. **M/Agliano, S/Still**; to authorize a title search for the property at 27 Juniper as required by SLMC 15.28.110. **Motion carried unanimously.**

Councilmember Still asked about the progress on the Purple Sage RV Park. City Planner Piercy said that the City is ready to move forward and the developer is securing additional financing.

**Next Ordinance #1308; Next Resolution #940**

**COMMENTS**

Councilmember Bratton would like City to make decision on what to do with current City Hall building. Council will have a retreat to discuss options for City Hall to include staff need for indoor restroom for upcoming winter months. Meeting will be Friday, August 21st at noon via webinar.

Councilmember Agliano asked about having a Policy Committee meeting. One is scheduled for Thursday, August 6th at 6:00 pm.

**ADJOURNMENT**

**M/Still, S/Agliano**; move to adjourn at 7:18 PM. **Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

August 19, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Bratton, Tweedy, Still and Rushton

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – August 5, 2020
  - B. Claim EFTs & Claims #20430-20468 in the amount of \$513,700.80
  - C. Payroll EFTs & Claims #26026-26028 in the amount of \$53,086.94
- **MAYOR'S MESSAGE**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Run to the Desert
  - B. Soap Lake 2020 Park & Recreation Comprehensive Plan Update
  - C. Review Hours of Operation at City Hall
- **NEW BUSINESS**
  - A. Coronavirus Relief Fund Contract
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1308; NEXT RESOLUTION #940**
- **COMMENTS**
- **ADJOURNMENT**

**M /Rushton, S/Tweedy;** to excuse Councilmembers Marshall and Arnold from this evenings Council Meeting. **Motion carried unanimously.**

### CONSENT AGENDA

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

**MAYOR'S MESSAGE** Mineral water testing is complete at the pump and lake sites. Results for a third test of the tank is still pending.

Construction has entered the 19<sup>th</sup> week. Utility work in areas 1 and 2 is complete and road resurfacing and curb repair are being done. Area 3 was started last week and area 4 will start toward the end of September. 46% of water mains and 65 % of sewer mains are complete. 20 % of AMR installation is complete and staff will attend training for these meters on Sept. 15.

Dog shelter at Public Works will need repair of clogged drain. City may look for volunteers to house lost dogs through the winter months.

COVID-19 cases in Grant County have been increasing these last few weeks. County can not progress to Phase III until there are less than 25 cases in last 14 days.

### PUBLIC COMMENT

Kat Sanderson – (via email) with the removal of Delancey School, the area looks so much better.

Burr and Eileen Beckwith – (via email) concerned about mature trees that may be removed during the City Park upgrades. They would encourage the City to keep the trees.

Azad Tarikian – (via email) questioning City's decision to have portable bathrooms with no running water instead of hiring company/person to clean bathrooms.

### OLD BUSINESS

- A. Run to the Desert – Susan Carson, event organizer, gave update for planned event to include commitment to public safety and strict adherence to Health Department guidelines. Vendors will have adequate spacing, hand washing stations with Sani cans will be available, masks provided for anyone who needs one and signs for social distancing reminders. All proceeds for the event will be donated to the local food bank. Event will be Sept. 5 & 6 and hours are 9am to 10-10:30 pm.
- B. Soap Lake 2020 Park & Recreation Comprehensive Plan Update – **M/Still, S/Bratton**; to approve the Soap Lake 2020 Park & Recreation Plan Update as presented. **Motion carried unanimously.** Upon approval the City can now research and apply for grants to cover proposed costs. Plans will be finalized next month with final landscaping presentation. Mayor agreed that this plan is a living document and may change overtime.
- C. Review Hours of Operation at City Hall – **M/Bratton, S/Tweedy**; move to allow City Administrator Tijerina to manage City Hall with hours presented as Monday – Thursday and Ruth working 7am – 4pm and opening City Hall to the public at 9am. **Motion carried unanimously.**

### NEW BUSINESS

- A. Coronavirus Relief Fund Contract – **M/Bratton; S/Agliano**; to approve the Interagency Agreement between the City of Soap Lake and the Washington State Department of Commerce. **Motion carried unanimously.** City Attorney explained that this agreement is part of the CARES Act which provides reimbursement for costs that the City has incurred because of the COVID-19 Pandemic. There is a deadline to use the funds and monies are subject to audit. The City could also use the funds to help local small business with utility or rent expenses. The City Attorney encouraged the City Council to adopt a resolution that would create a committee to oversee the distributions of the funds.

Creation of a Committee to oversee the distribution of funds received from the Washington State Department of Commerce Interagency Agreement –

**M/Bratton, S/Still**; to create by resolution a Committee to oversee money distribution from CARES Act funding. **Motion carried unanimously.** Council agreed that Councilmembers Bratton and Still would serve on the Committee with City Administrator Tijerina and a community business owner. The Committee will meet once a week at first and then as needed thereafter. Any recommendations made by the Committee will be brought back to Council for approval. This will become Resolution 2020-940, A Resolution of the City of Soap Lake Establishing a Community Support Program in Response to the Coronavirus (COVID-19) Outbreak Using the City's Cares Act Funding Allocation from the State of Washington.

### **REPORTS OF CITY OFFICERS**

**Chief Cox** –Sgt. Nulph and K-9 Billy have been certified for narcotic detection. K-9 Billy's first call out was this last weekend. Department has second officer on leave for possible COVID-19 exposure. The office and patrol car have been deep cleaned.

**City Planner Piercy** – SEPA review for the hotel project has been completed and City is looking forward to receiving building permit soon.

Councilmember Bratton asked about the RV Park development. City Planner Piercy said that the City is ready to move forward and just waiting on developer to secure rest of funds.

There was discussion about development of lot by City's well head. City Planner Piercy explained the different options that are available to the developer.

### **Next Ordinance #1308; Next Resolution #941**

### **COMMENTS**

Mayor Kovach gave reminder of Special Council Meeting that will be on Friday at noon via same portal as regular council meetings. Meeting is to discuss options for City Hall building. He would also like to have the Reports of Standing/Special Committees added back on to the regular agendas.

Councilmember Agliano discussed progress from the Policy and Procedures Committee. They are still working on an ordinance to address parking on Daisy Street and looking at ordinance for chickens and rabbits.

Councilmember Rushton is concerned about an overgrown tree on the 500 block of south Canna St.

Councilmember Still asked that City Administrator Tijerina organize the first meeting of the special Committee to review CARES Act Funds.

City Attorney Kenison will provide Resolution for signatures tomorrow.

**ADJOURNMENT**

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

\_\_\_\_\_  
Alex Kovach, Mayor

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

## Minutes Special Meeting - Council Retreat

August 21, 2020  
Online WebEx Conference Meeting

**Call to Order:** 12:00pm

**Roll Call:**

Council Members Present: Bill Bratton, Michelle Agliano, JoAnn Rushton, Dave Tweedy, Deb Still, and Mayor Alex Kovach.

City Staff Members Present: City Administrator Nic Tijerina.

**Agenda:** City Hall

**Presentation:** Mayor Kovach presented options for City Hall

- Explained Need: Temporary Portable has been occupied for over 2 years. No Running Water or Restroom for staff. Spending on rent now that would be better for put into loan payments building value for the City.
- Option 1: Restore Existing City Hall Building Shell starting with 1,080 sf Phase 1 office buildout.
- Option 2: Demolish Building Shell and install a 1,440sf modular building
- Reviewed Pros and Cons of both options.
- City Administrator Tijerina reported on loan option. It can be tied into current loan used to pay for police department and city hall remediation.

**Q&A:** Council members asked questions throughout the presentation. Council Member Bratton asked to look into hiring a facilities maintenance employee to complete the work.

**M/ Rushton, S/ Agliano,** to move forward with preserving and restoring the existing city hall building shell and to have city staff bring loan agreement and bids for construction to City Council for review and approval ASAP. **Motion Carried Unanimously.**

**Adjournment:**

**M/ Still, S/ Bratton,** move to adjourn at 12:45pm **Motion Carried Unanimously.**

---

Alex Kovach, Mayor



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 2, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton (at 6:00 pm), Marshall, Still and Rushton

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

### AGENDA ITEMS

#### ➤ CONSENT AGENDA

- A. Regular Council Meeting Minutes - August 19, 2020
- B. Claim EFTs & Claims #20469-20484 in the amount of \$86,715.07
- C. Payroll EFTs & Claims #26029-26035 in the amount of \$44,722.49
- D. Progress Estimate 5, Water and Sewer (Phase II) Improvements City of Soap Lake, Grant County, Washington G&O #18045
- E. Special Meeting Minutes - August 21, 2020
- F. USDA Final Grant Documents, RD 1942-9 and RD 3570-3

#### ➤ MAYOR'S MESSAGE

#### ➤ REPORTS OF STANDING/SPECIAL COMMITTEES

#### ➤ PUBLIC COMMENT

#### ➤ OLD BUSINESS

- A. Soap Lake Chamber of Commerce Lease Agreement for Visitor Information Center

#### ➤ NEW BUSINESS

- A. Street Right-of-Way Maintenance
- B. Signing of Affidavit by Mayor

#### ➤ REPORT OF CITY OFFICERS

#### ➤ EXECUTIVE MEETING

#### ➤ NEXT ORDINANCE #1308; NEXT RESOLUTION #941

#### ➤ COMMENTS

#### ➤ ADJOURNMENT

M /Rushton, S/Agliano; to excuse Councilmember Tweedy from this evenings Council Meeting. **Motion carried unanimously.**

M/Arnold, S/Rushton; to add Executive Meeting after Report of City Officers and item (B) to New Business: Signing of Affidavit by Mayor to the Agenda. **Motion carried unanimously.** Mayor Kovach asked council to add these items.

### CONSENT AGENDA

M/Arnold, S/Agliano; to accept the consent agenda as presented. Motion carried unanimously. Councilmember Rushton had questions about payments made to BIAS and MACC.

MAYOR'S MESSAGE Mineral water testing was completed last Monday, and results will be shared with/by Lake Liaison Committee. Upgrades will continue in the NE part of town through September and sewer updates continue in the west part of town. Tomorrow, there will be a detour by McKays on 2<sup>nd</sup> Ave. Water replacements have started on the west side of town. City staff will attend meeting on September 15 on the new AMR meters. Work on the south part of town will start in October. A map with updated information will be posted on the City's website. The water tower will have maintenance late September/early October. This may affect water pressure and a notice for a reminder will be placed into the utility bills. Supervisors completed self-evaluations and the Mayor will be reviewing these. City Administrator Tijerina will be giving an update on extending loan for City Hall development.

REPORTS OF STANDING/SPECIAL COMMITTEES Policy Committee: update given by Councilmember Agliano. The committee is working on updating the City's ordinances concerning parking on Main Street. Looking at updating the ordinance referencing chickens and would like to add rabbits. Also, looking at bee keeping in the City limits. CARES Act Committee: Reminder for everyone that there would be CARES Act funding meeting tomorrow.

PUBLIC COMMENT N/A

### OLD BUSINESS

- A. Soap Lake Chamber of Commerce Lease Agreement for Visitor Information Center- Discussion between Chamber Members Debbie Noah and Cindy Rang and Councilmembers of several points in the lease agreement of concern. City Attorney will revise agreement and present at future council meeting. Points agreed upon: 1. Chamber will give quarterly reports to Council focusing on summary of activities, online outreach, volunteer time spent on tasks, number of contacts made in person; 2. Chamber will ensure no alterations are made to the building and property is not encumbered with grant requirements without council approval; 3. Lease will be for 5 years, automatic renewal yearly with request for ending lease made at least 90 days prior to annual renewal. Lease can be terminated with written notice of a violation of the agreement with 15 days provided for correcting violation, and with extension allowed by Council approval; 4. Insurance was accepted as presented per standard City Insurance guidance.

### NEW BUSINESS

- A. Street Right-of-Way Maintenance - graphic was presented by Mayor to help explain who is responsible for maintenance of curb, sidewalk, parking strips, alleyway, etc. This will be shared on the City's website.

- B. Signing of Affidavit by Mayor - M/Rushton, S/Bratton; to approve Mayor Kovach to sign the affidavit concerning the sale of the Delancey School property. **Motion carried unanimously.** The title company needed proof that this was approved by City Council.

### REPORTS OF CITY OFFICERS

**City Administrator Tijerina** - Grant was finalized last Friday, and City was awarded monies for the improvements to the water system in the amount of \$897,000.00. Banner Bank will look at amending current loan to allow an additional \$250,000.00 for Phase I of City Hall Remodel. Details will be brought back to Council for approval.

**Chief Cox** - Patrol car was deep cleaned as a precaution of suspect taken to jail having COVID-19, suspect later tested negative. Sgt. Nulph and K-9 Billy were actively involved in a couple of narcotics arrest in the area.

**City Planner Piercy** - Building activity is ongoing, and builders are searching for vacant lots. Many lots being released by Samis Land Company for development. Property development adjacent to City well cite will be modified to possible cottage development. When plans are finalized, this will go to hearing examiner to address any setback restrictions.

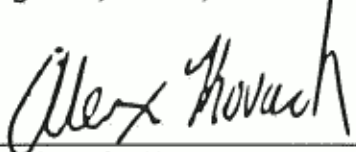
**EXECUTIVE MEETING** - To address possible litigation  
Started at 7:08 pm  
Ended at 7:16 pm

**Next Ordinance #1308; Next Resolution #941**

**COMMENTS** - N/A

### **ADJOURNMENT**

M/Agliano, S/Still; move to adjourn at 7:17 PM. **Motion carried unanimously.**

  
\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

September 16, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Bratton, Marshall, Tweedy, and Still. Councilmember Arnold joined at 6:20 pm.

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – September 2, 2020
  - B. Claim EFTs & Claims #20487-20519 in the amount of \$241,454.58
  - C. Payroll EFTs & Claims #25988-25989 and #26035 in the amount of \$38,392.13
- **MAYOR'S MESSAGE**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Chamber of Commerce Lease Agreement for Visitor Information Center
  - B. An Ordinance Amending Soap Lake Municipal Code Sections 10.100050 Titled "Heavy Vehicle-Routes", And 10.32.020 Titled "Certain Vehicles to Kept Off Street When Not In Use"
- **NEW BUSINESS**
  - A. Assign Labor Negotiation Team
  - B. CARES Act Small Business Grants
  - C. A Resolution Establishing a Small Business Relief Program to Distribute Coronavirus Relief Funds to the Soap Lake Community
  - D. COVID-19 City Response
- **REPORT OF CITY OFFICERS**
- **EXECUTIVE SESSION – Collective Bargaining: Assign Labor Negotiation Team**
- **NEXT ORDINANCE #1308; NEXT RESOLUTION #941**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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

**M /Agliano, S/Bratton;** to excuse Councilmembers Rushton and Arnold from this evenings Council Meeting. **Motion carried unanimously.**

**M/Tweedy, S/Bratton;** to modify agenda by moving item A. New Business, Assign Labor Negotiation Team, to closed session after Report of City Officers. **Motion carried unanimously.**

**MAYOR’S MESSAGE** The motorcycle rally held over Labor Day weekend ended up causing concern among local residents that contacted the Mayor. The event’s host was pleased with the event. Only one local business had a negative review of the event. There was 500 lbs. of food donated to the food bank.

Utility work continues in the western part of town by first replacing sewer lines and then water. The source meter at the City well will be replaced. 38% of meters are replaced. City Staff completed training on the meter system. New meter system will alert of any leaking sooner. 78% of sewer lines are complete. Area four, the south part of town, will begin replacement in October.

Smoke in the area has impacted working conditions.

Grant County Health Department will be offering free COVID-19 testing in Moses Lake this Friday and in Quincy this Saturday. Soap Lake has a total of 40 cases since the start of the pandemic, with 5 new cases so far in September.

**REPORTS OF STANDING /SPECIAL COMMITTEES** Policy Committee met on Sept. 3<sup>rd</sup> and discussed creating separate ordinances for chicken and rabbits. A questionnaire will be available to the public to ask for input on having chickens, rabbits, and honeybees in town. Councilmember Agliano asked Council to think about other needs that can be addressed by the Policy Committee.

**PUBLIC COMMENT**

Duane Nycz – (via email) expressed concern over the City allowing the motorcycle rally and fears this may contribute to the spread of COVID-19 in the area.

**OLD BUSINESS**

- A. Chamber of Commerce Lease Agreement for Visitor Information Center – this item was tabled by the Mayor, as he did not receive the revised agreement to present to Council.
- B. An Ordinance Amending Soap Lake Municipal Code Sections 10.10.050 Titled “Heavy Vehicle-Routes”, and 10.32.020 Titled “Certain Vehicles to be Kept Off Street When Not in Use” – **M/Bratton, S/Still;** to adopt an ordinance amending Soap Lake Municipal Code sections 10.10.050 titled “Heavy Vehicle- Routes”, and 10.32.020 titled “Certain vehicles to be kept off street when not in use”. **Motion carried unanimously.** Mayor explained that parking would be limited for all vehicles for 2 hrs. between 6am and 8pm. Also, there will be designated areas for semi-trucks to park for up to 24hrs. Signs will be posted to give notice. This ordinance is numbered 2020-1308.

## NEW BUSINESS

- A. CARES Act Small Business Grants – **M/Tweedy; S/Bratton**; to approve the City of Soap Lake Small Business and Nonprofit CARES Act Grant application and the accompanying City of Soap Lake letter to businesses adding the stipulation that the business must have been active within the City during the last six months. **Motion carried unanimously.** Committee will be distributing \$40,000.00 with a limit to \$5,000.00 per business.
- B. A Resolution Establishing a Small Business Relief Program to Distribute Coronavirus Relief Funds to the Soap Lake Community – **M/Tweedy, S/Bratton**; to adopt a resolution establishing a small business relief program to distribute coronavirus relief funds to the Soap Lake community with the amendment to subdivision (E) allowing the CARES Act Funding Committee to have authority to approve grants to applicants that meet eligibility without the need to bring applications before City Council for approval. **Motion carried unanimously.** Effort to allow committee to approve grants is to expedite the monies that can be distributed as there are time limits to the grant's availability. City Attorney Franz reminded the Council that Committee Meetings are subject to the OPMA. This becomes Resolution 2020-941.
- C. COVID-19 City Response – **M/Tweedy, S/Bratton**; to invite the Grant County Health Department to future City Council Meeting. **Motion carried unanimously.** There was much discussion between Councilmembers and City Officers as to the use of masks by community and City Staff members. The City will make effort to reach out to Grant County Health Department for ideas and opportunities for community outreach and education concerning the pandemic.

## REPORTS OF CITY OFFICERS

**City Administrator Tijerina** – he would like to help Mayor coordinate meeting with Grant County Health Department. Last Thursday he attended a meeting with North Central Washington Library's local director, Erin. They discussed recent vandalism cases that caused damage to the Library's exterior and ways to prevent and discourage incidents of future graffiti.

**Chief Cox** –Department responded to a call last week that ended up involving calling out the Spokane Bomb Squad and recovery of explosive devices at a residence. This case was turned over to the ATF.

Three officers are attending the Child Passenger Safety Technician class this week and will be certified to install and inspect child safety seats.

Interagency K-9 training was hosted by the department that involved 9 teams. Teams are eager to conduct more trainings here in Soap Lake in the future.

**City Planner Piercy** – Developer for the Purple Sage RV Park is still moving forward and recently worked with Grant County on some issues.

Councilmember Bratton asked about access to the beach area between West Beach and Main Park areas. City Planner Piercy said that everyone has access to the tide land area up to normal high water mark for traversing. No recreation in this area. Also, pedestrians should stay off of private property.

**EXECUTIVE SESSION** – Collective Bargaining, Assign Labor Negotiation Team

Start: 6:57 PM

Stopped: 7:16 PM

**M/Arnold, S/Still**; to approve negotiation team for the Teamster’s contract to include Mayor Kovach, City Administrator Tijerina and Chief Cox. Councilmembers Bratton and Agliano and City Attorney Kenison will be part of the pre-negotiation team. **Motion carried unanimously.**

**Next Ordinance #1309; Next Resolution #942**

**COMMENTS**

Councilmember Agliano would like input from council concerning youth sports program and use of City parks for activities. All members agreed that the Policy Committee can add these items to their agenda.

Councilmember Bratton inquired with local businesses after the motorcycle rally to ask their opinion of how the event affected business in Soap Lake. Only one business had a negative comment. Many businesses appreciated the uptick in customers.

Councilmember Still suggested the CARES Act Funding Committee meet tomorrow at 11:00.

Councilmember Marshall said that the billboard by the sundial has been damaged by wind and needed to be refastened. He did this, but it will need to be looked at for possible replacement or removal. Councilmember Still said that the Tourism Committee may be able to raise funds through donations for replacement.

**ADJOURNMENT**

**M/Tweedy, S/Agliano**; move to adjourn at 7:31 PM. **Motion carried unanimously.**

\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 7, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Marshall, and Still

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – September 16, 2020
  - B. Claim EFTs & Claims #20488-20554 in the amount of \$70,662.72
  - C. Payroll EFTs & Claims #26036-26043 in the amount of \$88,203.09
- **MAYOR'S MESSAGE**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Agreement Between the City of Soap Lake, Washington and the Soap Lake Chamber of Commerce
  - B. Northland Cable Franchise Agreement
- **NEW BUSINESS**
  - A. Engineering Services Agreement for a General Facility Charge Study
  - B. Engineering Services Agreement for the WWTF Flow and Loading Analysis
  - C. Amended Bond- Second Amended and Restated Limited Tax General Obligation Bond, 2017, Principal Amount of Not to Exceed \$950,000.00
  - D. An Ordinance of the City of Soap Lake, Washington, Amending Ordinances Nos. 2017-1255 and 2018-1279; Extending the Term of the Draw Period; Authorizing the Execution and Delivery of an Amended and Restated Limited Tax General Obligation Bond, 2017
  - E. SLMC Proposed code Enforcement Penalties
  - F. WTSC Contracts
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1309; NEXT RESOLUTION #942**
- **COMMENTS**
- **ADJOURNMENT**

### CONSENT AGENDA

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



**M /Still, S/Arnold;** to excuse Councilmembers Rushton and Tweedy from this evenings Council Meeting. **Motion carried unanimously.**

**MAYOR'S MESSAGE** To save on costs, a couple of storage containers were cleaned out and furniture was placed into the Old City Hall building. Another contractor was contacted for a bid on construction costs to renovate the City Hall building.

55% of water mains have been installed, 45% of AMR meters have been replaced and 82% of sewer mains have been installed.

Maintenance on the East Water Tower is upcoming. The tower will start to drain on Oct. 15<sup>th</sup> and residences may experience loss of pressure during this maintenance period.

Mayor has started pre-budget meetings with department heads. A common goal is to have each department fully staffed.

CARES Act letters were sent out to local businesses and the City has received 5 applications back. The deadline is October 9<sup>th</sup>.

**REPORTS OF STANDING/SPECIAL COMMITTEES** Policy Committee will have meeting tomorrow. Agenda will include finalizing information to revise chicken ordinance, discussion of committee's questionnaires received back concerning chickens/rabbits/honeybees in town, and youth program and volunteers.

**PUBLIC COMMENT**

Mayor stated that a couple of comments about the proposed changes for the chicken/rabbit/honeybee ordinance were received and passed on to the Policy Committee for their review. Also, the Mayor directly addressed a resident's concern over the semi parking.

**OLD BUSINESS**

- A. Agreement Between the City of Soap Lake, Washington and the Soap Lake Chamber of Commerce – **M/Bratton, S/Agliano;** to approve the Agreement Between the City of Soap Lake, Washington and the Soap Lake Chamber of Commerce. **Motion carried unanimously.** Agreement will be taken to Chamber for their approval and signature.
- B. Northland Cable Franchise Agreement – Northland Cable's legal department still need to review this agreement and will be contacting the City for a meeting time. This item will be put on the next agenda.

**NEW BUSINESS**

- A. Engineering Services Agreement for a General Facility Charge Study – **M/Agliano, S/Arnold;** I move that the consultant agreement for the development of a General Facilities charge Study with Gray & Osborne, Inc. be approved. **Motion carried unanimously.** Mike Meskimen from G&O explained that this is for new connections created by expanding City development and provides the developer a fair and reasonable cost projection for connections into existing system.

- B. Engineering Services Agreement for the WWTF Flow and Loading Analysis – **M/Arnold, S/Bratton**; I move that the consultant agreement for WWTF Flow and Loading Analysis with Gray & Osborne, Inc. be approved. **Motion carried unanimously.** Mike Meskimen from G&O said that the last analysis of the treatment plant was done in 2014. A new analysis will provide the City with information on current capacity and how to prepare for future growth.
- C. Amended Bond- Second Amended and Restated Limited Tax General Obligation Bond, 2017, Principal Amount of Not to Exceed \$950,000.00 – **M/Bratton, S/Still**; to approve the Second Amended and Restated Limited Tax General Obligation Bond, 2017. **Motion carried unanimously.** The City will draw \$250,000.00 from the Banner Bank Loan and use for the City Hall Building Phase I.
- D. An Ordinance of the City of Soap Lake, Washington, Amending Ordinances Nos. 2017-1255 and 2018-1279; Extending the Term of the Draw Period; Authorizing the Execution and Delivery of an Amended and Restated Limited Tax General Obligation Bond, 2017. **M/Bratton, S/Arnold**; to approve an ordinance of the City of Soap Lake, Washington, amending ordinances nos. 2017-1255 and 2018-1279; extending the term of the draw period; authorizing the execution and delivery of an amended and restated limited tax general obligation bond, 2017. **Motion carried unanimously.** This ordinance is numbered 2020-1309.
- E. SLMC Proposed Code Enforcement Penalties – **M/Arnold, S/Agliano**; to approve the City Administration to move forward with having the proposed SLMC codes and penalties reviewed by the City Attorney. **Motion carried unanimously.** Code Enforcement Officer Ross proposed changes to common code violation fees. Either the fee would increase, or if there was no fee, one would be implemented. Also, there was discussion about placing a lien on property of residence who has not complied with addressing a code violation or paying a fine. Another proposal was to have the City issue a Certificate of Noncompliance as an alternative to a lien. This will be reviewed by the City Attorney.
- F. WTSC Contracts – **M/Agliano, S/Bratton**; to approve contracts as presented and authorize Chief Cox to sign. **Motion carried unanimously.** These contacts are the annual agreements for the Soap Lake Police Department to participate with the Washington State Traffic Commission. The agreements provide for the reimbursement of salaries and benefits to the City when Officers participate in the programs.

### **REPORTS OF CITY OFFICERS**

**Chief Cox** –A reminder that 3 Soap Lake Officers are Certified Child Seat Technicians and can perform a safety seat check for residence if needed.

**City Planner Piercy** – City is expecting a development proposal soon for the 76 acre parcel just west of the proposed RV park. This area would need to be annexed by the City. Once proposal is official, it will be brought to Council for their review.

The application for the development of the lot by the City well head will be brought to the hearing examiner for a reasonable use exception.

Councilmember Bratton asked if City Planner Piercy could stop by the RISE Academy and show the students where they can/cannot walk along the shoreline area.

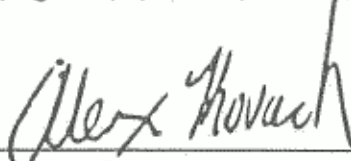
**Next Ordinance #1310; Next Resolution #942**

**COMMENTS**

Councilmember Arnold said he was approached by a resident who wanted to know who is overseeing the construction and making sure it is being completed to proper standards, such as the compaction of the lot that the Delancey School was on. The Mayor said that G&O engineering staff and Darrin Fronsman, the City's Public Works Supervisor, are often on site and available to address any one's concerns.

**ADJOURNMENT**

M/Agliano, S/Arnold; move to adjourn at 6:26 PM. Motion carried unanimously.

  
\_\_\_\_\_  
Alex Kovach, Mayor

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

MINUTES SOAP LAKE CITY COUNCIL SPECIAL MEETING

October 15, 2020

**CALL TO ORDER**

Mayor Kovach called the regular council meeting to order at 5:00 pm.

**ROLL CALL**

Council members present: Mayor Kovach, Agliano, Marshall, Rushton, Tweedy and Still

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

**AGENDA ITEMS**

- **NEW BUSINESS**
  - A. Port of Ephrata Use Agreement
- **ADJOURNMENT**

**NEW BUSINESS**

- A. Port of Ephrata Use Agreement – **M/Tweedy, S/Rushton**; to approve the agreement as presented. **Motion carried unanimously.** Agreement is for the Soap Lake Police Department to use the Port for EVOC course during training next week. Cost will come out of training budget. Also covered by City insurance.

**ADJOURNMENT**

**M/Still, S/Tweedy**; move to adjourn at 5:07 PM. **Motion carried unanimously.**

\_\_\_\_\_  
Alex Kovach, Mayor

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

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

October 21, 2020

### CALL TO ORDER

Mayor Kovach called the regular council meeting to order at 5:33 pm.

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Bratton, Rushton, Still and Tweedy  
Council members Arnold (at around 5:55 pm) and Marshall (at around 6:39 pm) did join meeting.

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – October 7, 2020
  - B. Special Council Meeting Minutes – October 15, 2020
  - C. Claim EFTs & Claims #20556-20587 in the amount of \$49,548.73
  - D. Payroll EFTs & Claims #26044-26045 in the amount of \$25,361.19
- **MAYOR'S MESSAGE**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Northland Cable Franchise Agreement
  - B. Community and Senior Center Lease Agreement
  - C. Review Port of Ephrata Training Agreement
- **NEW BUSINESS**
  - A. Approval of Business Applications for CARES Grants
  - B. Grant County Health Presentation
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1309; NEXT RESOLUTION #942**
- **EXECUTIVE SESSION** – Complaints or charges brought against a public officer or employee RCW 42.30.110(1)(f)
- **COMMENTS**
- **ADJOURNMENT**

**M/Rushton, S/Agliano;** to add item (C) to Old Business- Review Port of Ephrata Training Agreement and add Executive Session to the agenda. **Motion carried unanimously.**

### CONSENT AGENDA

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

**M /Rushton, S/Agliano;** to excuse Councilmembers Arnold and Marshall from this evenings Council Meeting. **Motion carried unanimously.** Both councilmembers joined the meeting at later times.

**MAYOR'S MESSAGE** Mayor gave a summary update on water and sewer project as the 28<sup>th</sup> week of construction is entered. Curb, gutter, and sidewalk repair continues in areas 1-3 and paving repair should be finished on Daisy St by tomorrow. 82% of water and sewer mains have been installed and 47% of AMR have been replaced. Some fire hydrants are being replaced. City is working with contractors to see if there could be a savings if the extension of water and sewer for the SIP Grant development for the RV Park can be done now since all the workers and equipment are already in town. The East water tower has been emptied and is being cleaned, repaired, and repainted. Mayor is waiting to hear back form the contractor if the updated City Logo can be applied.

**REPORTS OF STANDING/SPECIAL COMMITTEES**

N/A

**PUBLIC COMMENT**

N/A

**OLD BUSINESS**

- A. Northland Cable Franchise Agreement – Reviewed and edited version of the agreement has gone back and forth between the City and Northland Cable attorneys. City is now waiting to hear back form Northland Cable. Once agreement is sent back, it will be brought to Council for their review.
- B. Community and Senior Center Lease Agreement – City Council has already permitted City Attorney to draft a lease. This draft was sent to the Community/Senior Center Board for review. They would like a lease agreement with the City to be more in line with the agreement that the City reached with the Visitor Center. Mr. Perry McClellan explained to Councilmembers that the Community/Senior Center is not currently able to provide normal services because of operating restrictions imposed during the COVID-19 Pandemic. Councilmembers Bratton and Agliano would like the agreement to allow the City Council to have access to the building for Council Meetings. City Attorney explained that since the lease has expired, the Community/Senior Center is still operating under the old lease on a month to month tenancy, until a new lease is approved. She encouraged Mr. McClellan to bring a red line agreement showing the changes that are needed and revised services offered during the COVID-19 restrictions so that a bridge lease for the short term could be drafted. Also, the CARES Act funds could be used for building improvements since it is City property. Mr. McClellan agreed to take this information back to the Community/Senior Center Board for their input and bring back recommendations as soon as possible.
- C. Review Port of Ephrata Training Agreement – Mayor explained that the agreement was approved during a Special Meeting last week by City Councilmembers.

However, he wanted to make sure that Councilmembers were aware that the City's insurance, WCIA, does have an exclusion when airport property is involved and can not guarantee 100% coverage. **M/Agliano, S/Arnold;** to approve the training agreement and assume any additional risk that may occur during this training. **Motion carried unanimously.** Chief Cox explained that while training is on airport property, the area used is at least one half mile away from any airplanes and this area is used by many local law enforcement agencies for EVOC training.

### **NEW BUSINESS**

- A. Approval of Business Applications for CARES Grants – **M/Arnold, S/Agliano;** to approve the five applications that were reviewed by the CARES Act Funds Special Committee. **Motion carried unanimously.** Councilmember Rushton asked to know the names of the businesses. City Attorney Kenison said that the Council could disclose at the meeting or, if not, this information would be subject to public record request. Council chose not to disclose business names during meeting. Councilmember Arnold was assured that the businesses had met all requirements. Each business will receive \$5,000.00. There is \$15,000.00 left for a second round of funding.
- B. Grant County Health Presentation – Theresa Adkinson, administrator with Grant County Health District, gave Council a presentation summarizing how Washington State and Grant County have been and are being impacted by COVID-19. Her presentation included information on how to mitigate the spread of COVID-19 and ways that the Health District is involved with policy recommendations for the local school districts.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – Suggested a budget retreat for Nov. 11<sup>th</sup> with City Councilmembers and Department Heads and a Public Hearing for the proposed budget to be held at the Regular City Council Meeting on Nov. 18<sup>th</sup>. He has been reviewing the 2019 budget with the Mayor and looking at the current 2020 budget as plans are made for the 2021 proposal.

**Chief Cox** – Reminder that studded tires are not allowed until Nov. 1<sup>st</sup>.

### **Next Ordinance #1310; Next Resolution #942**

**Executive Session** – Complaints or charges brought against a public officer or employee RCW 42.30.110(1)(f)

Started at 6:55 PM

Requested 15 min

Requested another 15 min

Ended at 7:25 PM

**COMMENTS**

Councilmember Bratton said he has heard good comments about the Soap Lake Police Department from the community.

Councilmember Agliano would like to know if the City Council would like to be involved in starting a Youth Program. The next policy committee meeting is scheduled for the Thursday after the next council meeting in November.

Councilmember Tweedy encourages everyone to vote.

**ADJOURNMENT**

**M/Rushton, S/Agliano; move to adjourn at 7:29 PM. Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant



## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 4, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Rushton, Still and Tweedy  
Council member Bratton joined the meeting at 5:45 pm.

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

### AGENDA ITEMS

#### ➤ CONSENT AGENDA

- A. Regular Council Meeting Minutes - October 21, 2020
- B. Claim EFTs & Claims #20490-20499 & #20588-20610 in the amount of \$548,989.24
- C. Payroll EFTs & Claims #26046-26051 in the amount of \$34,066.98
- D. Progress Estimate 7, Water and Sewer (Phase II) Improvements City of Soap Lake, Grant County, Washington G&O #18045.00
- E. Q3 Budget Review: 2020 YTD Budget Report and 2020 Q3 YTD Revenues and Expenditures

#### ➤ MAYOR'S MESSAGE

#### ➤ REPORTS OF STANDING/SPECIAL COMMITTEES

#### ➤ PUBLIC COMMENT

#### ➤ OLD BUSINESS

- A. Northland Cable Franchise Agreement
- B. Community and Senior Center Lease Agreement

#### ➤ NEW BUSINESS

- A. Project Acceptance for the 2019 Street Improvements Project (Division Street, 3<sup>rd</sup> Avenue, 4<sup>th</sup> Avenue, and Elder Street)
- B. Community Center for Youth
- C. Council Seat Vacancy

#### ➤ REPORT OF CITY OFFICERS

#### ➤ NEXT ORDINANCE #1310; NEXT RESOLUTION #942

#### ➤ COMMENTS

#### ➤ ADJOURNMENT

### CONSENT AGENDA

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

M /Agliono, S/Still; to excuse Councilmember Bratton from this evenings Council Meeting. **Motion carried unanimously.** Councilmember joined the meeting about 15 minutes late.

**MAYOR'S MESSAGE** Mayor congratulated Police Department and local First Responders on the success of the Trunk-r-Treat event on Halloween. An estimated 450-500 kids came in costumes. The community donated \$300.00 and 47 bags of candy were passed out.

Mayor thanked Councilmember Still for her hard work on the CARES Act Funding Committee.

A notice will go out in upcoming utility bills. If the water meter has not been changed out, resident will be billed at the base rate and the next bill will be adjusted.

Construction is in the middle of the 30<sup>th</sup> week and the South part of town is being finished up. 82 % of water mains are installed, 57 % of AMR meters have been replaced and 93% of sewer mains are complete. A few fire hydrants are also being replaced. The inside of the water tower is done and needs a two week curing time. Then, painting on the outside will be done.

Council Member Position #1, William Marshall, resigned as of October 22<sup>nd</sup>.

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

Policy Committee will not have meetings during the months of Nov.-Jan. unless something pressing comes up. City Attorney is reviewing changes to Chicken Coop Ordinance and once complete this will be brought to Council for approval.

#### **PUBLIC COMMENT**

N/A

#### **OLD BUSINESS**

- A. Northland Cable Franchise Agreement -Attorney Franz said final draft was received and requires two readings. City Administrator will put on agenda for next council meeting and the following council meeting for Council approval.
- B. Community and Senior Center Lease Agreement - Mayor has received the agreement and sent to City Attorney for review.

#### **NEW BUSINESS**

- A. Project Acceptance for the 2019 Street Improvements Project (Division Street, 3<sup>rd</sup> Avenue, 4<sup>th</sup> Avenue, and Elder Street) - **M/Rushton, S/Tweedy**; move to accept the 2019 Street Improvements project as complete. **Motion carried unanimously.**
- B. Community Center for Youth - Lisa Guzman, Director of RISE Academy, approached the Council with an idea for a youth center for kids afterschool. She is also a member of City on a Hill Youth Ministries. She specifically wanted to know if there is a City building available for afterschool activities. Several buildings were identified by Councilmembers and contacts were shared with Ms. Guzman. She will

be coordinating an afterschool program with local churches and community mentors.

- C. Council Seat Vacancy - **M/Arnold, S/Tweedy**; to allow Mayor to move forward with filling City Council vacancy. **Motion carried unanimously.** Mayor has consulted with MRSC. The vacancy will be advertised on website and flyer posted around town. Those interested are asked to submit a letter of interest by noon, Nov. 12<sup>th</sup> and attend the November 18<sup>th</sup> Council Meeting where the candidates will be interviewed. An Executive Meeting will follow to allow Councilmembers to review applications, and then a new member will be appointed.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** - Reminder for the Budget Retreat next Wednesday, Nov. 11<sup>th</sup> at 5:30. This will be a WebX meeting and the same link will be used as for regular Council Meetings.

Councilmember Rushton asked for an update on the City Hall building. City Administrator explained that a general contractor and several subcontractors have viewed the building and the City should be receiving quotes soon.

**City Planner Piercy** - Described an incident that happened along protected shoreline property in the area of Fir & Evergreen. A property owner removed about 50 feet of a buffer area without consulting with the City. A stop work order has been issued and property owner will be required to replace survey markers and develop a revegetation plan for the area. This will also be reviewed by the Department of Ecology and fines may be issued.

Councilmember Still asked about the lots being cleared behind Cruiser's. City Planner Piercy believes the owner will be developing for housing, but the City has not received a building permit yet.

Councilmember Bratton asked about the area for the bus barn. City Planner Piercy explained that the land swap between the School District and the City hit a roadblock when it was discovered that the land in question contains an old drain field for the treatment plant.

### **Next Ordinance #1310; Next Resolution #942**


### **COMMENTS**

Councilmember Rushton said DW Construction is doing an awesome job working in small alleyway area with large equipment.

Councilmember Arnold is excited to see continued growth in Soap Lake with empty lots being developed and interest being taken in fixing up some run-down properties.

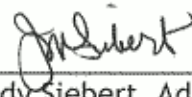
### **ADJOURNMENT**

**M/Tweedy, S/Agliano**; move to adjourn at 6:21 PM. **Motion carried unanimously.**



---

Alex Kovach, Mayor



---

Jody Siebert, Administrative Assistant

## **Minutes - Council Budget Retreat**

**November 11th, 2020**

**Call to Order:** 5:30pm

**Roll Call:** JoAnn Rushton, Michelle Agliano, Dave Tweedy, Deb Still, Alex Kovach, and City Administrator Tijerina. Bill Bratton joined at 5:44pm.

**Presentation: Financial status report from City Administrator & Mayor**

Presented current financial status and budget requests from department heads.

Explained current deficits and proposed options for balancing the preliminary budget and to make progress rebuilding city fund balances. Asked for council direction, suggestions, and considerations for balancing the budget. City administrator and staff will revise and bring a balanced preliminary budget to the Public Hearing at the following City Council meeting on Nov. 18th.

**Q&A:** Council members asked questions throughout the presentation.

**Adjourned:** 7:11pm

---

Alex Kovach, Mayor

---

Alex Kovach, Mayor

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 18, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Bratton, Rushton, Still and Tweedy  
Council member Arnold joined the meeting at around 6:12 pm.

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – November 4, 2020
  - B. 2021 Budget Retreat Minutes – November 11, 2020
  - C. Claim EFTs & Claims #20611-20632 in the amount of \$79,988.57
  - D. Payroll EFTs & Claims #25990-25992 in the amount of \$62,030.32
- **PUBLIC HEARING** – 2021 Budget, webpage link to preliminary budget:  
<https://www.soaplakewa.gov/city-hall>
- **MAYOR'S MESSAGE**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **OLD BUSINESS**
  - A. Northland Cable Franchise Agreement – First Review: An Ordinance Granting a Franchise to Northland Cable Television, Inc. to Maintain a Cable Communications System in the City of Soap Lake, Washington; Setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System; and Prescribing Penalties for the Violation of Its Provisions
  - B. Community and Senior Center Lease Agreement
  - C. CARES Fund 2<sup>nd</sup> Round Approval and Distribution
- **NEW BUSINESS**
  - A. Acceptance of WSDOT Pedestrian/Bicycle Program Funding for Daisy Street Pedestrian Crossing Improvements
  - B. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - C. Interview with Council Member Candidates
- **REPORT OF CITY OFFICERS**
- **EXECUTIVE SESSION** – RCW 42.30.110(1)(h) Qualifications of an applicant/candidate for appointment to elective office

- **NEXT ORDINANCE #1309; NEXT RESOLUTION #942**
- **COMMENTS**
- **ADJOURNMENT**

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

**M/Rushton, S/Bratton;** to add item (C) to Old Business- CARES Fund 2<sup>nd</sup> Round Approval and Distribution and add item (C) to New Business – Interview with Council Member Candidates. **Motion carried unanimously.**

#### **CONSENT AGENDA**

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

#### **PUBLIC HEARING** 2021 Budget

Started: 5:39 pm

Mayor asked for those wishing to participate in the public hearing to notify him through the video conference so he could acknowledge them.

Mayor outlined some of the budget highlights and showed a graphic of the Operational Fund Review in 2021 Preliminary Budget. These documents can be viewed on the City's website at: [www.soaplakewa.gov/city-hall](http://www.soaplakewa.gov/city-hall)

Mayor once again asked for any comments from the public for the public hearing and there were no comments from the public.

Hearing Closed: 5:44 pm

**MAYOR'S MESSAGE** Mayor shared a letter received from the Grant County Board of Health asking for a Councilmember to fill seat #8 Alternate position on their board. Interested Councilmember should contact the Mayor.

CARES Funds were awarded to 5 local businesses during the first round and letters were sent out for the second round of funding. Four applications were received and there is a total of \$15,000.00 left for distribution.

Old water meters that have not yet been replaced will not be read during the winter months. These accounts will be billed at the base rate and the January bill will be adjusted to show true usage. Some accounts are being reviewed as residents have expressed concerns over high bill totals.

As the 32<sup>nd</sup> week of water and sewer upgrades is entered, 100% of water mains and sewer mains have been replaced. The City's well source meter will be replaced soon. 40% of fire hydrants have been replaced and this may be causing some unexpected water shut offs and loss of pressure. The City will try to notify residents of water shut offs, but sometimes the contractors get ahead of schedule. The East Water Tower is still curing and should be ready to fill soon. This may also be affecting water pressure.

Next Wednesday, November 25<sup>th</sup>, will be a Special Council Meeting for a Public Hearing on the Ad Valorem Property Tax. The meeting will be at 5:30 via video conference.



## REPORTS OF STANDING/SPECIAL COMMITTEES

N/A

## PUBLIC COMMENT

Ms. Flores, via email, shared concern about higher than normal WSG bill.

Sent via form submission from *City of Soap Lake*

**Name:** Ella Rowan

**Email:** novarowan@yahoo.com

**Subject:** Public Comment 11/18/2020

**Message:** I am providing public input on 5 separate topics.

1. Concerning the appointment of a City Councilmember to replace Mr. Marshall: The appointment of a Councilmember by other members of the Council is not a fulfillment of the Will of the People who live in this city and who have a right to elect their government officials. By allowing appointments, the City is A) prohibiting fair representation through the election process, B) is biasing the Council towards personal-perspectives held by current Council members, and C) is further homogenizing the Council. Mr. Marshall competed against Megan Gould in the election, and Mrs. Gould lost the election by just 9 votes. It was the will of the near-majority of City residents to elect Mrs. Gould, and she should be appointed until the next opportunity to perform a formal election.

2. Concerning allowance of the Senior Center to promote or allow the use of the Senior Center as a means of promoting religion to youth through the "Youth Ministries": While we all likely seek safe, responsible, age-appropriate, and respectable places for our youth to congregate and perform activities, we must maintain absolute separation of church and government activities. There are many people in this City who believe in different religions based upon faith, as well as many who are athiests and require scientific evidence for their belief-systems. Our tax money needs to require separation of religion from government activities, government facilities, and government funding. Allowing youth programs that are supervised in the Senior Center is not under dispute. Allowing the center to use the facility for free or through government funds to preach religion, disseminate religious materials, or require the youth to follow any religious practice cannot be allowed. Religious groups are still allowed to RENT the facility for their own purposes.

3. Concerning City Council Agendas and Minutes: I appreciate the hard work being done to provide agendas and minutes to the public; however, these do not provide enough detail for us to have any idea what is being proposed or what thought process and evidence has been used to make formal decisions. For instance, the changes in Municipal Codes are happening at a rapid pace, with the public being given no notice about the exact changes being proposed, reasons, or evidence supporting the changes. Evidence-based final decisions are not being documented in the Minutes. I request more advance notice, more details in agendas, and far more detail in Minutes to explain decisions. I encourage the use of Virtual Meetings once the pandemic has ended, since many of us cannot attend in-person. Further, I request meetings be recorded and posted in the City website for one month, so those who cannot attend have a chance to review what was discussed.

4. Concerning requests for Public Input to the Policy Committees: I think the Council's request for

feedback from our citizens related to changing animal-rearing Municipal Codes was a positive step in the right direction. I would ask that the public be allowed to provide extensive evidence supported by Science during this information-gathering phase, rather than just allowing a few words to be written. I would also encourage allowing input on every topic headed to the Council, rather than just one or two topics per year. This will require far more advanced notice of proposed activities, and far more details. 5. I request these comments be added to the City Council Minutes exactly as written.

Thank you,  
E. Rowan  
213 Lakeshore Drive, Soap Lake

**OLD BUSINESS**

- A. Northland Cable Franchise Agreement – First Review: agreement needs to be reviewed by Council at two different Council Meetings. Agreement has been reviewed by City Attorney.
- B. Community and Senior Center Lease Agreement – The agreement has been reviewed by City Attorney and Mayor Kovach is waiting to hear back from the Senior Center’s Board and their approval of the agreement. At that point, the agreement will be brought to Council for final review and approval.
- C. CARES Fund 2<sup>nd</sup> Round Approval and Distribution – The City received four applications during the second round of funding. The Mayor has asked for clarification on businesses needing to be current with L&I in order to qualify for CARES Funding. City Attorney Franz said that the funding could be conditional upon the business meeting the L&I requirement once clarified. Currently, two of the applicants could receive the maximum \$5,000.00 since this is their first time to apply for any funds. The other two business have already received funds during the first round of distribution and therefore, would receive \$2,500.00 if approved. **M/Tweedy, S/Bratton**; move to approve CARES Funds disbursement of either \$5,000.00 or \$2,500.00 depending on business qualifying and meeting the L&I requirement. **Motion carried unanimously.**

**NEW BUSINESS**

- A. Acceptance of WSDOT Pedestrian/Bicycle Program Funding for Daisy Street Pedestrian Crossing Improvements – **M/Rushton, S/Bratton**; move to accept the 2018 WSDOT Pedestrian and Bicycle Program funding for the Daisy Street Pedestrian Crossing Improvements and authorize the Mayor to sign the State Funding Agreement and other applicable documentation. **Motion carried unanimously.** Mayor explained that this is a bid project and if the bid comes in higher than the grant of \$63,400, G&O would be responsible to go back to the funding source and ask for the difference. This grant provides funds for pedestrian activated flashing beacons to alert traffic of pedestrians crossing withing the existing crosswalk.
- B. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Rushton, S/Arnold**; to authorize the Mayor, or his designee, to sell the personal property items in any commercially

reasonable manner and to execute necessary documents to complete the sale and conveyance of the personal property items. **Motion carried unanimously.** This becomes Resolution number 2020-942.

- C. Interview with Council Member Candidates – Mayor stated that the City received letters of interest from Peter Sharp, Megan Gould and Kat Sanderson. Mayor Kovach asked each candidate to introduce themselves.

Peter Sharp was not present at the meeting.

Kat Sanderson gave overview of her past service to the community as a Councilmember in Soap Lake and community projects that she was involved in over her 19 year residency.

Megan Gould talked about her experience as a Councilmember in another city and her interest and participation in community projects here in Soap Lake. She said she would bring a fresh perspective to the Council and represents the younger residence of the community.

Mayor Kovach thanked them both for taking time this evening to present their interests for the open Council position.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – the 2021 budget is about 85-90% complete and should be ready for final review at the December 16<sup>th</sup> Council Meeting.

**Chief Cox** – One Soap Lake Officer was involved in the pursuit of the double robbery suspect last night, which resulted in the suspect’s arrest after a pursuit in which a Grant County Deputy was shot.

Soap Lake Police Department has teamed with Akins and donations from the community to provide 50 single person Thanksgiving meals for our elderly residents and 15 uncooked full meals to needy families. Check the departments Facebook page for details.

A reserve officer, Shane Jones, has been hired. Officer Jones is retired from Okanagan County Sheriff’s Office and has K-9 handling experience.

**City Planner Piercy** – The City has received many new building applications during the month of November. Development on a lot along shoreline property by Fir Street will begin soon. The City has worked with the property owner to ensure proper permitting and guidelines were followed for this development. Purple Sage RV development has been slowed by the COVID-19 pandemic, but developer is eager to get development started.

Councilmember Rushton asked if the Code Enforcement Officer could address the tree that is overhanging the street in the area of 6<sup>th</sup> Ave SE and Canna S. Chief Cox said he could take a look tomorrow.

**Executive Session** – Qualifications of an applicant/candidate for appointment to elective office RCW 42.30.110(1)(h)

Started at 6:36 PM

Requested 15 min

Ended at 6:46 PM

**M/Agliano, S/Rushton;** motion to appoint Kat Sanderson to Councilmember Position #1 until an election can be held. **Motion passed.** Councilmember Tweedy voted nay.

**Next Ordinance #1310; Next Resolution #943**

**COMMENTS**

Councilmember Rushton welcomed Sanderson to the Council.

Councilmember Tweedy encouraged Megan Gould to run for Council seat next election cycle.

Councilmember Arnold addressed numerous complaints he has received from residents concerning high water bills. The City Administrator and City Clerk are working with residents to review disputed bills and making sure meter reads have been entered correctly. A message addressing these concerns will be posted on the City website.

Councilmember Agliano is concerned about the raise in dump fees which was reviewed during the Mayor's budget summary of "other items worth noting" (posted on the City's website with the budget proposal). Grant County is holding a public hearing on Nov.3<sup>rd</sup> regarding proposed increase to dumping fees at the landfill. The City could face an increased fee of 71.54% (potential of \$100,000 per year) and this increase could be passed on to residents. Councilmember Agliano wants Soap Lake residents to be aware that the City would have no control over any new proposed fee established by the County. She would also like the City to inform the residents of the 3% water/sewer increase that will start next year. And, during the Spring Clean Up, she proposed that community members get involved and help senior residents remove unwanted larger items from their property.

**ADJOURNMENT**

**M/Still, S/Agliano;** move to adjourn at 7:05 PM. **Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

MINUTES SPECIAL SOAP LAKE CITY COUNCIL MEETING

November 25, 2020

**CALL TO ORDER**

Mayor Kovach called the regular council meeting to order at 5:32 pm.

**ROLL CALL**

Council members present: Mayor Kovach, Agliano, Arnold, Bratton, Rushton, and Still  
City Staff Members Present: Administrative Assistant Siebert

**AGENDA ITEMS**

- **PUBLIC HEARING** – Ad Valorem Property Tax
- **NEW BUSINESS**
  - A. Ad Valorem Property Tax – An Ordinance of the City of Soap Lake, Washington, Setting the Ad Valorem Property Tax Levy for the 2021 Fiscal Year; Providing for Severability; and Establishing an Effective Date
- **ADJOURNMENT**

**PUBLIC HEARING** Ad Valorem Property Tax

Started: 5:35 pm

Mayor explained that the extra funds come from Grant County Tax Levy and that 2021 1% equals \$1575.86.

Mayor asked for any comments from the public for the public hearing and there were no comments from the public.

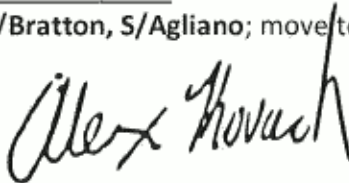
Hearing Closed: 5:36 pm

**NEW BUSINESS**

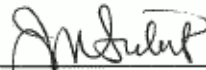
- A. Ad Valorem Property Tax- An Ordinance of the City of Soap Lake, Washington, Setting the Ad Valorem Property Tax Levy for the 2021 Fiscal Year; Providing for Severability; and Establishing an Effective Date. **M/Rushton, S/Bratton**; to accept an Ordinance of the City of Soap Lake, Washington, Setting the Ad Valorem Property Tax Levy for the 2021 Fiscal Year; Providing for Severability; and Establishing an Effective Date. **Motion carried unanimously.** Councilmember Agliano asked if this was figured into the 2021 Budget. The Mayor answered that yes, it is. This becomes ordinance number 2020-1310.

**ADJOURNMENT**

**M/Bratton, S/Agliano**; move to adjourn at 5:39 PM. **Motion carried unanimously.**



Alex Kovach, Mayor



Jody Siebert, Administrative Assistant

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 2, 2020

### CALL TO ORDER

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

### ROLL CALL

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

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

### AGENDA ITEMS

#### ➤ **CONSENT AGENDA**

- A. Regular Council Meeting Minutes – November 18, 2020
- B. Special Council Meeting Minutes – November 25, 2020
- C. Claim EFTs & Claims #20633-20661 in the amount of \$758,671.21
- D. Payroll EFTs & Claims #25993-25997 in the amount of \$38,268.74
- E. Progress Estimate 8, Water and Sewer (Phase II) Improvements, City of Soap Lake, Grant County, Washington G&O #18045.00

#### ➤ **MAYOR'S MESSAGE**

#### ➤ **OATH OF OFFICE**

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

#### ➤ **PUBLIC COMMENT**

#### ➤ **OLD BUSINESS**

- A. Northland Cable Franchise Agreement – Second/Final Review: An Ordinance Granting a Franchise to Northland Cable Television, Inc. to Maintain a Cable Communications System in the City of Soap Lake, Washington; Setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System; and Prescribing Penalties for the Violation of Its Provisions
- B. Community and Senior Center Lease Agreement

#### ➤ **NEW BUSINESS**

- A. Change Order No. 2 Water and Sewer (Phase II) Improvements
- B. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Water Service
- C. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Sewer Service
- D. Ephrata Sportsmen's Association Letter of Agreement
- E. Delancy Property Sale Addendum

#### ➤ **REPORT OF CITY OFFICERS**

#### ➤ **EXECUTIVE SESSION – RCW 42.30.110(1)(g) Performance of Public Employee**

- **NEXT ORDINANCE #1311; NEXT RESOLUTION #943**
- **COMMENTS**
- **ADJOURNMENT**

**M/Rushton, S/Agliano;** to add item (E) to New Business- Delancy Property Sale Addendum and add Executive Session. **Motion carried unanimously.**

#### **CONSENT AGENDA**

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

**MAYOR'S MESSAGE** Process for snow removal will be posted on the City's website.

The City has entered the 34<sup>th</sup> week of water and sewer upgrades. 100 % of water and sewer mains have been completed and work continues on resurfacing and curb repairs. The AMR system is at 72% completion. Work continues at the City well to replace source meter.

There was no free Fall dumpster event this year for the City residents because the free tonnage allotment for the City was exceeded in the Spring. Mayor hopes that additional pick-up dates can be added for residents this coming Spring and Fall.

**OATH OF OFFICE** The Mayor administered the Oath of Office to Kat Sanderson for Council Member #1 Position. Councilmember Sanderson was sworn in and attended the meeting but did not vote on any agenda items.

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

Policy Committee will not meet again until January.

Parks Committee – a hardcopy of the updated plan is available for council to review; Mayor Kovach will send out to councilmembers.

#### **PUBLIC COMMENT**

Ms. Rowan, 213 Lakeshore Drive, expressed concern about the unprofessional conduct by two Councilmembers during the Council Meeting on November 18<sup>th</sup>. She felt that 2 Councilmembers expressed support for Kat Sanderson publicly before the other candidates were interviewed. She would like apologies submitted to the other candidates.

Ms. Kaiser, via email, asked if the City was providing free extra garbage pick-ups in front of residences this year and if large dumps will be available this year.

#### **OLD BUSINESS**

- A. Northland Cable Franchise Agreement – Second/Final Review: An Ordinance Granting a Franchise to Northland Cable Television, Inc. to Maintain a Cable Communications System in the City of Soap Lake, Washington; Setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System; and Prescribing Penalties for the Violation of Its Provisions, **M/Arnold, S/Tweedy;** to approve the Ordinance Granting a Franchise to Northland Cable Television, Inc. to Maintain a Cable Communications System in the City of

Soap Lake, Washington; Setting Forth conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System; and Prescribing Penalties for the Violation of Its Provisions. **Motion carried unanimously.** Councilmember Agliano wanted to know if this would provide service to City offices only or to all residences. City Administrator Tijerina explained that this agreement covers any cable that is installed in the City of Northland Cable and allows the City to collect tax revenue. Any other cable franchise wishing to provide services in the City would also need an agreement. This becomes ordinance number 2020-1311.

- B. Community and Senior Center Lease Agreement – Revisions have been made and the City is waiting for the Senior Center Board to review. Should be ready for next council meeting.

### **NEW BUSINESS**

- A. Change Order No. 2 Water and Sewer (Phase II) Improvements- **M/Rushton, S/Still**; move to approve Change Order No. 2 for the Water and Sewer (Phase II) Improvements Project. **Motion carried unanimously.** Jamin Ankney explained to Councilmembers that this change order has no extra costs associated to it. As work is continuing, a fire hydrant needed to be located in a different location and several fire hydrants need to also have valve and main line tees and fittings replaced. The contractor is asking for a total of nine extra working days to complete this work, so as to not incur a monetary penalty.
- B. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Water Service – **M/Arnold, S/Tweedy**; to accept a resolution of the City of Soap Lake adopting a schedule of rates and fees for water service. **Motion carried unanimously.** Councilmember Arnold asked that an explanation of rate and fee changes be included in the next billing mailed out and also posted on social media. The Mayor agreed and rates and fees will be posted on SoapLakeforLocals website and on the City's website. Councilmember Still wanted confirmation that the large increases over the last three years was done and that this year would just be to cover cost of living rate. Councilmember Bratton wanted to wait a year for any increases, but City Administrator Tijerina explained that this also hurts the City as needed revenue is not brought in. Councilmember Arnold reminded everyone that no services are being shut off during the pandemic. This is numbered resolution 2020-943.
- C. A Resolution of the City of Soap Lake Adopting a Schedule of Rates and Fees for Sewer Service – **M/Tweedy, S/Rushton**; to accept a resolution of the City of Soap Lake adopting a schedule of rates and fees for sewer service. **Motion carried unanimously.** This is numbered resolution 2020-944.
- D. Ephrata Sportsmen's Association Letter of Agreement – **M/Rushton, S/Bratton**; to allow Chief Cox to sign letter of agreement between the Ephrata Sportsmen's Association and the Soap Lake Policed Department. **Motion carried unanimously.** The range is used for firearms training. The agreement is in effect from January 1, 2021 through December 31, 2021 with a yearly fee of \$300.00.



- E. Delancy Property Sale Addendum – **M/Rushton, S/Tweedy**; to accept the Delancy Property Sale Addendum as presented. **Motion carried unanimously.** City Administrator Tijerina explained that this is required by the title company before closing and allows the City to be paid for the property's sale. Councilmember Arnold asked if there are plans for development. Mayor Kovach replied that it was just about the sale of the property and City Administrator said that the closing should be on or before November 21<sup>st</sup> and the City would receive payment shortly thereafter.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – Reminded everyone that City Hall is closed for the rest of the week and possibly into next week due to COVID-19 quarantine protocols.

Councilmember Still asked about the CARES Act funds being distributed. City Administrator said that everything had been reviewed and the checks could be out tomorrow.

**Chief Cox** – The Police Department with the help of Akins and the Senior Center was able to provide 20 uncooked Thanksgiving meals to families and 36 cooked single meals to area residents for the holiday.

Officer Rowland will soon be available for “singing grams” to raise funds for Shop-with-a-Cop. He will wear a mask and maintain social distancing.

Staff are investigating a home burglary and have seized two suspect vehicles for search warrants.

K-9 Billie is working on certification towards patrol hours. But, he has been involved in quite a few narcotics investigations with surrounding/supporting agencies. K-9 Basco, whose handler is Reserve Officer Jones, is recertifying his narcotics certification.

**City Planner Piercy** – The housing development in Soap Lake is continuing and a recent sale of a partially constructed home was done in two days for \$225,000. City Planner Piercy explained that the average for a new constructed home at this time last year was \$165,000.

The City expects to receive plans for the development of the old Delancy School lot sometime in January with construction starting in March.

City income from building permits and water/sewer connection fees should exceed last years.

### **Next Ordinance #1312; Next Resolution #945**

**Executive Session** – RCW 42.30.110(1)(g) Performance of Public Employee

Started at 6:28 PM

Requested 15 min

Ended at 6:37 PM

No action taken.

**COMMENTS**

Councilmember Bratton asked if the local sales tax could be increased as a source of additional revenue for the City. City Administrator Tijerina will check with the State Treasures Office. Councilmember Still asked if there would be another Budget Retreat. City Administrator will be announcing this soon with hopes to get budget adopted by next council meeting.

**ADJOURNMENT**

**M/Tweedy, S/Still; move to adjourn at 6:43 PM. Motion carried unanimously.**

---

Alex Kovach, Mayor

---

Jody Siebert, Administrative Assistant

**Minutes - Council Budget Retreat**

**December 11th, 2020  
Online WebEx Conference Meeting**

**Call to Order:** 2:10pm

**Roll Call:** Kat Sanderson, Bill Bratton, JoAnn Rushton, Dave Tweedy, Deb Still, Alex Kovach, and City Administrator Tijerina.

**Presentation: Financial status report from City Administrator & Mayor**

Presented current financial status and preliminary budget updates.

Reported balance of the General Fund, and work still needed to balance the Street Fund. Asked for council direction, suggestions, and considerations for balancing the budget. Discussed employee cost of living adjustment rate for 2021. City administrator and staff will revise and bring a balanced final budget to the the following City Council meeting on Dec. 16th.

**Q&A:** Council members asked questions throughout the presentation.

**Adjourned:**

**M/ Tweedy S/Still.** Motion to adjourn at 3:19pm. **Motion Carried Unanimously.**

---

Alex Kovach, Mayor

## MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

December 16, 2020

### CALL TO ORDER

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

### ROLL CALL

Council members present: Mayor Kovach, Agliano, Arnold, Rushton, Still and Sanderson. Councilmember Bratton joined at 5:36 pm and Councilmember Tweedy joined during Executive Session.

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

### AGENDA ITEMS

- **CONSENT AGENDA**
  - A. Regular Council Meeting Minutes – December 2, 2020
  - B. Budget Retreat 2021 Minutes – December 11, 2020
  - C. Claim EFTs & Claims #20662-20693 in the amount of \$88,610.85
  - D. Payroll EFTs & Claims #25998-25999 in the amount of \$55,476.99
- **MAYOR'S MESSAGE**
- **REPORTS OF STANDING/SPECIAL COMMITTEES**
- **PUBLIC COMMENT**
- **EXECUTIVE SESSION** RCW 42.30.110(1)(f) Review Complaint Against a City Officer
- **OLD BUSINESS**
  - A. Community and Senior Center Lease Agreement
- **NEW BUSINESS**
  - A. Ordinance Adopting the 2021 Budget
  - B. RCO Grant Eligibility for Smokiam Park Basketball Court
  - C. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
  - D. Request for Direct Sale of Surplus Items to Dark Owl EVT- A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof
- **REPORT OF CITY OFFICERS**
- **NEXT ORDINANCE #1312; NEXT RESOLUTION #945**
- **COMMENTS**
- **ADJOURNMENT**

M/Still, S/Sanderson; to excuse Councilmembers Tweedy and Bratton from this evenings meeting. **Motion carried unanimously.**

**M/Arnold, S/Rushton;** to move agenda item Executive Session from item (10) to item (7) on the agenda. **Motion carried unanimously.**

**CONSENT AGENDA**

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

**MAYOR'S MESSAGE** The Water Tower was disinfected with chlorine today and will be refilled tomorrow. Residents may experience smell/taste of chlorine in the water until flushed out of the system.

This is the 36<sup>th</sup> week of construction on water and sewer upgrades. All water main and sewer main lines have been replaced as well as fire hydrants. Work continues on the water meter replacements which is at 91% complete. Minor restoration and clean up is being done by the contractors and some patches will not be able to be done now until Spring because of the cold weather.

Mayor then gave a quick review of some accomplishments of 2020: the old Delancey School property was demolished and lot cleared, the water and sewer upgrades were completed and done under budget, the Police Department was expanded with a K-9 Unit and 24/7 coverage, the park and recreation plan update was completed and \$40,000 was distributed to local businesses through the CARES Act Fund.

**REPORTS OF STANDING/SPECIAL COMMITTEES**

None

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION** – Review Complaint Against a City Officer RCW 42.30.110(1)(f)

Started at 5:43 pm

Time requested: 25 minutes

Time extended: 15 minutes

Time extended: 15 minutes

Ended at 6:45 pm

Action Taken: **M/Agliano, S/Arnold;** to accept the resignation of City Attorney Kenison effective December 18, 2020. Councilmember Sanderson suggested amending motion. **M/Arnold, S/Agliano;** to accept the resignation of City Attorney Kenison effective December 31, 2020. **Motion carried unanimously.**

**OLD BUSINESS**

A. Community and Senior Center Lease Agreement – Mayor said that a few questions are still being addressed. Should be coming back for Council review soon.

**NEW BUSINESS**

A. Ordinance Adopting the 2021 Budget – **M/Arnold, S/Bratton;** to approve an ordinance of the City of Soap Lake, Washington, adopting the 2021 Annual

Budget providing estimated revenues and appropriated expenditures for the operation of the City. **Motion carried unanimously.** City Administrator Tijerina explained that the budget is balanced even though some funds show a deficit. Mayor will post the budget on the City's website. Ordinance is numbered 2020-1312.

- B. RCO Grant Eligibility for Smokiam Park Basketball Court – **M/Bratton, S/Rushton**; move to allow the City to respond to the RCO Grant Application with an interest to proceed with City Councils approval to move forward. Councilmember Tweedy voted "Nay". **Motion passed.** Mona Kaiser from the Parks and Recreation Committee gave a summary of the timeline over the past couple of years working on the park renovation plan. The plan started in 2018 and with input from the community and particularly local students, a decision was made to pursue the development of a full size basketball court. This December, the City was notified of the RCO Grant fund of \$211,445.00. The City would need to match 10%, or \$23,494.00. Ms. Kaiser explained that with community fundraisers and donations, she feels that the matching funds could be raised. There is much interest in getting the local students involved with fundraising events. The Mayor agreed. A plan for fundraising goals will be brought to Council in January with hopes of finalizing contract in February.
- C. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Arnold, S/Still**; to authorized the Mayor or his designee to sell the personal property items in any commercially reasonable manner and to execute necessary documents to complete the sale and conveyance of the personal property items. **Motion carried unanimously.** Items will be sold through [www.publicsurplus.com](http://www.publicsurplus.com). Resolution is numbered as 2020-945.
- D. Request for Direct Sale of Surplus Items to Dark Owl EVT- a Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Tweedy, S/Sanderson**; to authorize the Mayor or his designee to sell the personal property items in any commercially reasonable manner and to execute necessary documents to complete the sale and conveyance of the personal property items. **Motion carried unanimously.** Items will be sold directly to Dark Owl EVT. Resolution is numbered as 2020-946.

### **REPORTS OF CITY OFFICERS**

**City Administrator Tijerina** – gave update on City Hall hours: City Hall will remain closed to the public. Payments can be made at the drop box, by mail, online through Bill Pay, or by calling City Hall and making a payment over the phone. If needed, staff can be available by appointment.

**Chief Cox** – The Officers are just wrapping up the annual Shop-with-a-Cop event. Chief would like to thank community for their generous donations. A little over \$2500. was raised at the Tip-a-Cop event at the Busy Bean this week and Wal-Mart is giving a \$1500. Grant.

**City Planner Piercy** – Mild weather is allowing the new construction to continue. Wished everyone a Merry Christmas.

**Next Ordinance #1313; Next Resolution #947**

**COMMENTS**

Councilmember Bratton, Agliano, Still and Sanderson wished everyone a Merry Christmas and Happy New Year. Mayor did also. Councilmember Sanderson thought that Councilmembers did a great job this year with everything that happened with the pandemic.

**ADJOURNMENT**

**M/Agliano, S/Still; move to adjourn at 7:45 PM. Motion carried unanimously.**

\_\_\_\_\_  
Alex Kovach, Mayor

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