

MINUTES REGULAR SOAP LAKE CITY COUNCIL MEETING

November 2, 2022

CALL TO ORDER

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

ROLL CALL

Council Members Present: Bryson, DuPuy, Rushton, Taylor and Woodhouse.

City Staff Members Present: Police Chief Cox, Fire Chief Bragar, City Planner Kovach, and Administrative Assistant Siebert.

AGENDA ITEMS

➤ **CONSENT AGENDA**

- A. Regular Council Meeting Minutes – October 19, 2022
- B. Budget Meeting Minutes – October 31, 2022
- C. Claim EFTs & Claims #22066-22082 in the amount of \$92,005.41
- D. Payroll EFTs & Claims #26241-26245 in the amount of \$27,809.79
- E. Progress Estimate 3, Phase I City Hall Remodel City of Soap Lake, Grant County, Washington G&O #21829

➤ **MAYOR'S MESSAGE**

➤ **REPORTS OF STANDING/SPECIAL COMMITTEES**

➤ **PUBLIC COMMENT**

➤ **OLD BUSINESS**

- A. An Ordinance of the City of Soap Lake, Washington, Adding a New Chapter 12.44 of the Soap Lake Municipal Code, Establishing the Rules and Regulations for Excavations in City Rights of Ways; Providing Penalties for Violations; Containing a Severability Clause; and Setting an Effective Date
- B. Termination of Utilities Easement

➤ **NEW BUSINESS**

- A. Review of Preliminary Budget for 2023
- B. Refurbished Historic Sign
- C. Notaras Lodge Hotel Project Sewer Connection
- D. City of Soap Lake Administrative Policy/Procedure – Abstract Driving Record Review Process and Screening Criteria
- 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

➤ **REPORT OF CITY OFFICERS**

➤ **EXECUTIVE SESSION – RCW 42.30.110(1)(i) – Performance of a public employee**

➤ **NEXT ORDINANCE #1334; NEXT RESOLUTION #989**

➤ **COMMENTS**

➤ **ADJOURNMENT**

M/Bryson, S/Taylor; to excuse Councilmembers Bratton and Sanderson from this evening’s meeting. **Motion carried unanimously.**

Mayor requested that Old Business Item (B) be added to the agenda: Termination of Utilities Easement. **M/Rushton, S/Bryson**; to add item (B) to old business. **Motion carried unanimously.**

Mayor requested Executive Session for employee performance be added to the agenda. **M/Rushton, S/Bryson**; to add an executive session to the agenda for employee performance. **Motion carried unanimously.**

CONSENT AGENDA

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

MAYOR’S MESSAGE

The following G&O projects have been completed or at final punch list status: Rate Study Update, Smokiam Park Basketball Court, Phase III Water/Sewer, Phase II Water/Sewer, and West Beach Park Access. Going into next year, Daisy St and Marina’s Drive will have work completed.

The deadline has been extended to November 30, 2020 for the City to receive requests for tourism funds. Please contact Ruth at City Hall for the request form.

A candidate for the City Administrator position will be flying in from Nebraska to attend the November 16th Council Meeting and meet the Mayor, Councilmembers and City Residents.

REPORTS OF STANDING/SPECIAL COMMITTEES

Councilmember Taylor on behalf of the Emergency Management Committee – Kyle Foreman from Grant County Emergency Management gave a presentation to local residents. This presentation has been posted on the City’s website and on Soap Lake for Locals site.

There will be an Economic Development Committee meeting on Thursday at 1:00 pm at the Senior Center.

PUBLIC COMMENT

None

OLD BUSINESS

- A. An Ordinance of the City of Soap Lake, Washington, Adding a New Chapter 12.44 of the Soap Lake Municipal Code, Establishing the Rules and Regulations for Excavations in City Rights of Ways; Providing Penalties for Violations; Containing a Severability Clause; and Setting an Effective Date – **M/Rushton, S/Bryson**; to accept the ordinance of the City of Soap Lake, Washington, adding a new chapter 12.44 of the Soap Lake Municipal Code, establishing the rules and regulations for excavations in City rights of ways; providing penalties for violations; containing a severability

clause; and setting an effective date. **Motion carried unanimously.** This gives a developer opportunity to connect into the City's services at the time of development to avoid penalties in the future and advises the developer or lot owner of penalties for cutting through a newly developed street.

- B. Termination of Utilities Easement – **M/Rushton, S/Taylor**; to accept the termination of utilities easement as presented. **Motion carried unanimously.** The termination of this old easement will allow the School District to follow through with the sale of this property.

NEW BUSINESS

- A. Review of Preliminary Budget for 2023 – Mayor Agliano provided the Council with a proposed preliminary budget. There will be a public hearing scheduled for the next Council Meeting.
- B. Refurbished Historic Sign – Council reviewed suggested areas for the refurbished sign to be placed. After discussion, Council agreed to have this reviewed by the Parks and Rec. Committee for their input before a decision is made.
- C. Notaras Lodge Hotel Project Sewer Connection – A presentation was given by Andrew Kovach in regards to the expansion of the sidewalk area along Marina's Drive. Expansion of the sidewalk will allow for a pedestrian friendly area and include extra outside seating areas for the resort. They will continue development with the existing sewer connection. Councilmembers agreed that this approach should be continued.
- D. City of Soap Lake Administrative Policy/ Procedure – Abstract Driving Record Review Process and Screening Criteria – **M/Rushton, S/Bryson**; to accept the City of Soap Lake Administrative Policy/ Procedure for Abstract Driving Record Review Process and Screening Criteria. **Motion carried unanimously.** This policy and procedure is recommended for the City by their insurance carrier and also by the State Auditor.
- E. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof – **M/Bryson, S/Rushton**; to authorize the Mayor, or her 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 resolution is numbered 2022-989.
- F. A Resolution Declaring Certain Personal Property Surplus and Authorizing the Sale and or Disposal Thereof- **M/Rushton, S/Taylor**; to authorize the above-described personal property items decommissioned and are surplus to the needs of the City and may be disposed of in any commercially reasonable manner. **Motion carried unanimously.** This resolution is numbered 2022-990.

REPORTS OF CITY OFFICERS

Code Enforcement Volunteer Ross – Presented the Council with a summary of cases handled this year. A total of 54 cases with only two outstanding to date. Infractions were issued on a few cases since Municipal Court was started again this summer.

Fire Chief Brager – the Department ran 47 calls for October: 21 were in the City and of these 16 were EMS calls, 2 were fire alarms, 2 were outside fires and one was a smoke investigation.

The District will be interviewing two candidates for the Chief's position. A District Secretary has been hired.

And, cameras have been installed around the building to deter property crime.

City Planner Kovach –the proposed House Bill discussed at the last meeting regarding the allowance of multi-family housing development in single-family zoning is only for Cities with a population over 10,000 residents.

There is a property owner interested in being annexed into the City. City Planner Kovach explained the location of the property and the steps needed for the annexation process. He asked for a date that he could bring the petition to Council and it was decided that the December 7th council meeting would work.

There were three separate permits issued for the City last month.

Police Chief Cox – Public Works Department held interviews today for three candidates for the open position.

A Public Works employee attended a Weed Spraying Conference for training.

The new Library sign is up.

Ruth is continuing to work on the budget and asked that any specific items be addressed before Friday.

The FEMA Grant that the City received last year has triggered another audit by the State. FEMA is requesting this audit and it will be at a cost of approximately \$10,000.00.

Recruit Blain will start the academy on November 15th.

Trunk-or-Treat event went well. There were not as many kids as in the past, but other Cities were holding their events at the same time.

Officer Rowland handled two separate felony cases this week.

The Department is hosting a taser instructor class on December 5th.

Chief Cox is region 15 liaison for the Traffic Safety Commission. A Grant for \$100,800.00 was received to be used for reimbursement of wages for extra patrols for events held throughout the year: Seatbelt enforcement, School traffic safety, School Zones, Motorcycle safety and Speed Zones to name a few.

Chief ended with a demonstration of the newly installed camera system set up around the City.

EXECUTIVE SESSION – RCW 42.30.110(1)(i) – Performance of a public employee

Start – 6:40 PM for 10 minutes

Extended 5 minutes

Extended another 2 minutes

End – 6:57 PM

No action taken.

Next Ordinance #1335; Next Resolution #991

COMMENTS

Councilmember Bryson encouraged everyone to vote and get ready for the upcoming cold weather.

ADJOURNMENT

M/Rushton, S/Bryson; move to adjourn at 6:59 PM. Motion carried unanimously.

Michelle Agliano, Mayor

Jody Siebert, Administrative Assistant