

**UNION GAP CITY COUNCIL**  
**REGULAR MEETING AGENDA**  
**MONDAY, JULY 28, 2014 – 6:00 P.M.**  
**102 W. AHTANUM ROAD, UNION GAP**

---

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**II. CONSENT AGENDA:** There will be no separate discussion of these items unless a Council Member requests in which event the item will be removed from the Consent Agenda and considered immediately following the Consent Agenda. All items listed are considered to be routine by the Union Gap City Council and will be enacted by one motion.

*A. Approval of Minutes:*

Regular Council Meeting Minutes, dated July 14, 2014, as attached to the Agenda and maintained in electronic format;

*B. Approve Vouchers:*

Claims Vouchers – EFT's and Voucher Nos. 88231 through 88314 for July 28, 2014, in the amount of \$315,026.41;

Petty Cash Vouchers – Voucher Nos. 1822 through 1824 for May through June, 2014, in the amount of \$288.25;

Advance Travel Vouchers – Voucher Nos. 1228 through 1229 for May and June, 2014, in the amount of \$220.47.

*B. Appointments to Park Board and Planning Commission:*

1. Park Board – Kara Estabrook;
2. Park Board – Ron Simmons;
3. Planning Commission - Jack Galloway.

**III. ITEMS FROM THE AUDIENCE: - First Opportunity** -The City Council will allow comments under this section on items NOT already on the agenda. Where appropriate, the public will be allowed to comment on agenda items as they are addressed during the meeting. Please signal staff or the chair if you wish to take advantage of this opportunity. Each speaker will have three (3) minutes to address the City Council. Any handouts provided must also be provided to the City Clerk and are considered a matter of public record.

**IV.** Lodging Tax Advisory Committee (LTAC) - Recommendation on Tourism Promoter/ Coordinator Position.

**V.** Public Meeting – Petition of Annexation - Borden Fruit.

## **VI. GENERAL ITEMS**

### **Public Works/Community Development**

1. Resolution No. - \_\_\_\_\_ - Petition of Annexation - Borden Fruit.

### **City Manager**

1. Central Washington Antique Farm Equipment Expo. - Request for Waiver of Reservation Fee;

2. Cahalan Skate Park – Tony Hawk Foundation Grant Agreement.

**VII. ITEMS FROM THE AUDIENCE: - Final Opportunity** - The City Council will allow comments under this section on items NOT already on the agenda. Each speaker will have three (3) minutes to address the City Council. Any handouts provided must also be provided to the City Clerk and are considered a matter of public record.

## **VIII. CITY MANAGER REPORT**

## **IX. COMMUNICATIONS/QUESTIONS/COMMENTS**

## **X. DEVELOPMENT OF NEXT AGENDA**

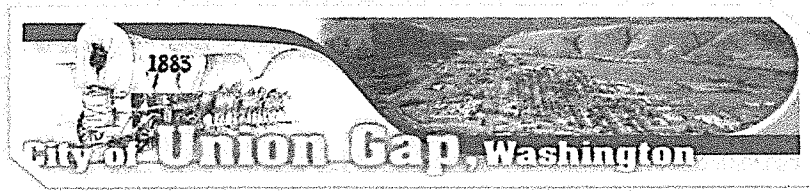
## **XI. RECESS TO 15 – MINUTES EXECUTIVE SESSION:**

1. Litigation/Potential Litigation- Pursuant to RCW 42.30.110 (i).

## **XII. ADJOURN REGULAR MEETING.**

**Lodging Tax Advisory Committee  
Recommendation –**

**Tourism Promoter/Coordinator Position**



## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** David Spurlock; Deputy Director of Public Works & Community Development  
**Topic/Issue:** Public Meeting - Notice of Intent to Annex – Borton Fruit

---

**SYNOPSIS:** Borton Fruit has brought a *Notice of Intent to Annex* to the City's attention and pursuant to RCW 35A.14.120, the City has set a public meeting date of July 28, 2014 and will at this time will make a determination on whether:

- The City will accept the proposed annexation boundary;
- The petition will require the simultaneous adoption of a zoning classification;
- The City will require the assumption of all or any portion of the existing City indebtedness by the area to be annexed; and
- A Development Agreement, pursuant to RCW 36.70b.170, will be required

**RECOMMENDATION:** Accept annexation proposal.

**LEGAL REVIEW:** The City attorney has prepared a resolution later on agenda for acceptance. Acceptance would permit petition to be drafted and circulated.

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:**

- May 29, 2014 staff met with Borton Fruit regarding proposed annexation.
- June 10, 2014 staff received annexation proposal.
- Proposed annexation area is within the City's adopted Urban Growth Area.
- Public meeting was duly advertised.

**ADDITIONAL OPTIONS:** N/A

**ATTACHMENTS:** 1. Annexation maps  
2. Annexation procedures

## The Sixty Percent Petition Annexation Method

### **A. Initiation of the 60 Percent Petition Annexation (RCW 35A.14.120)**

Prior to circulating a petition for annexation, the initiating party or parties (the owners of property representing not less than 10 percent of the assessed value of the property for which annexation is sought) must give written notice to the city council of their intention to commence annexation proceedings.

### **B. Meeting with Initiators on the Annexation Proposal (RCW 35A.14.120)**

The city council is to set a date (not later than 60 days after the filing of the notice) for a meeting with the initiating parties to determine:

1. Whether the city will accept, reject, or geographically modify the proposed annexation;
2. Whether it will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330, and RCW 35A.14.340); and
3. Whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed.

If the legislative body requires the adoption of a proposed zoning regulation and/or the assumption of all or any portion of indebtedness as conditions to annexation, it is to record this action in its minutes.

Council acceptance is a condition precedent to circulation of the petition. There is no appeal from the council decision.

### **C. Contents of Petition (RCW 35A.14.120)**

If the city council accepts the initial annexation proposal, the petition may be drafted and circulated.<sup>37</sup> The petition must:

1. Describe the property according to government legal subdivisions or legal plats.
2. Be accompanied by a map that outlines the boundaries of the property sought to be annexed.
3. If the council has required the assumption of all or any portion of city indebtedness and/or the adoption of a proposed zoning regulation for the area to be annexed, set forth these facts clearly, together with a quotation of the minute entry of that requirement.
4. Be signed by the owners of not less than 60 percent of the assessed value<sup>38</sup> of the property for which annexation is petitioned. "Owners" eligible to sign are defined in RCW 35A.01.040(9)(a) through (e).<sup>39</sup>
5. Comply with the rules for petitions in RCW 35A.01.040. RCW 35A.14.130.

### **D. Filing of Petition; Determination of Sufficiency**

1. The petition is to be filed with the city council. RCW 35A.14.120. Although there is no time limit specified in the annexation statutes as to when a petition need be filed with the council after it has begun circulating for signatures, the signatures on a petition are valid only if signed no later than six months prior to the filing date. Any signatures older than six months are to be stricken from the petition by the officer certifying petition sufficiency. RCW 35A.01.040(8).
2. The petition must be certified as sufficient (i.e., as having valid signatures representing the required 60 percent of property value). Within three working days of the filing of the petition, the officer with whom the petition is filed must transmit the petition to the county assessor, who makes the determination of the sufficiency of the petition. The county officer whose duty it is to determine petition sufficiency must file with the officer receiving the petition for filing a certificate stating the date the determination of sufficiency was

begun. The officer determining petition sufficiency must do so “with reasonable promptness.” RCW 35A.01.040(4).

### **E. Hearing on Petition (RCW 35A.14.130)**

When a legally sufficient petition is filed, the city council may consider it<sup>40</sup> and:

1. Fix a date for a public hearing, and
2. Provide notice specifying the time and place of the hearing and inviting interested persons to appear and voice approval or disapproval of the annexation. The notice is to be:

- a. Published in one or more issues of a newspaper of general circulation in the city; and
- b. Posted in three public places within the territory proposed for annexation.

There are no statutory requirements concerning the actual hearing, other than to give proponents and opponents an opportunity to speak.

### **F. Limitation on Consideration of Conflicting Petitions and Resolutions (RCW 35A.14.231, 35.02.155)**

After an annexation petition has been filed with the city proposing the annexation of territory, no territory included in the proposed annexation may be annexed by another city or town unless:

- (1) the boundary review board or annexation review board modifies the annexation proposal and removes the territory;
- (2) the boundary review board or annexation review board rejects the annexation; or (3) the city council or the voters, as the case may be, reject the proposed annexation. RCW 35A.14.231.

This rule does not prevent a city, after an annexation petition has been filed with it, from considering a different annexation proposal embracing some of the same territory.

If a city incorporation has been proposed by the filing of a petition with the county auditor under RCW 35.02.020, an existing city may still annex territory included within the proposed incorporation if, within 90 days of that filing, a petition proposing the annexation of that territory is filed. Territory that is ultimately annexed to a city will be withdrawn from the incorporation proposal. RCW 35.02.155.

If an annexation is proposed by petition more than 90 days after the filing of an incorporation petition that includes territory proposed for annexation, the annexation must “be held in abeyance” and may not occur unless: (1) the boundary review board modifies the proposed incorporation to remove the territory proposed for annexation; (2) the boundary review board rejects the proposed incorporation and the proposed city has a population of less than 7500; or (3) the voters reject the proposed incorporation. RCW 35.02.155.

### **G. Decision (RCW 35A.14.140)**

#### **1. Cities in Counties Without Boundary Review Boards**

Following the hearing (though not necessarily immediately), the city council decides whether to approve the annexation. If it decides to approve, it must enact an ordinance to annex the territory. RCW 35A.14.140. It may annex all or any portion of the area proposed for annexation, but may not include any property not described in the annexation petition.

*Id.* The county annexation review board does not review annexations under the 60 percent petition method. RCW 35A.14.220.

#### **2. Cities in Counties Having Boundary Review Boards**

Since a code city in a county with a boundary review board may not annex territory without prior board approval (unless the board determines, for certain proposals, that review is not necessary, or the board’s jurisdiction is not invoked),<sup>41</sup> an annexation ordinance passed following a hearing but before board review cannot yet be effective. Consequently, cities

in counties requiring action by a boundary review board, when they have not previously received review board approval, often first pass a motion or resolution of intent to annex. After review board approval, the formal ordinance is adopted.

3. Conflict between RCW 35A.14.140 and Boundary Review Board Statutes An area where the boundary review board statutes and the annexation statutes present a conflict concerns the ability of the city council, under RCW 35A.14.140, to pass an ordinance annexing “all or any portion of the proposed area” but not “any property not described in the petition.” Under RCW 36.93.150(2), the boundary review board may add or delete territory from a proposed annexation (as long as the amount of territory added does not exceed 100 percent of the original proposal and as long as the board holds a separate public hearing on the increase), and, under RCW 36.93.155, a city may not approve an annexation other than that which receives board approval. Thus, if the board adds territory to that included in the petition, one statute says a city may not annex property not included in the petition, and another says that the city must annex, if at all, all the territory that the board approved for annexation, which, in this circumstance, would be more than was included in the petition. MRSC is not aware of a city having confronted this type of situation, but it could occur. However, a 2006 state supreme court decision and a 2012 legislative response to that decision appear to have resolved this conflict. In *Interlake Sporting Ass’n v. State Boundary Rev. Bd.*, 158 Wn.2d 545 (2006), the court held that a boundary review board does not have authority under RCW 36.93.150 to add territory to an annexation; to do so would violate RCW 35A.14.140. The 2012 amendment to RCW 36.93.150(2) was, according to that legislation’s bill report, in response to the Interlake Sporting Ass’n decision, and it authorized the boundary review board to add territory to an annexation as long as the amount of territory added does not exceed 100 percent of the original proposal. Although the legislature did not also amend RCW 35A.14.140 to authorize city councils to approve annexations that increase the territory in the petition in cases where the boundary review board has increased the territory under RCW 36.93.150(2), it must have intended that a board’s authority under RCW 36.93.150(2) trumps the restriction in RCW 35A.14.140; otherwise, the 2012 amendment to RCW 36.93.150(2) would have been of no real effect.

## H. Review<sup>42</sup>

### 1. Boundary Review Board (RCW 36.93.090, 100)

If a boundary review board has been established within the county, the annexation initiators must file a “notice of intention” with the board within 180 days of when the annexation is proposed. If the proposal is to annex territory of a fire district and/or library district, the city must provide notice to such district(s) of the proposed annexation simultaneously when notice of the proposed annexation is provided to the boundary review board. The board may assume jurisdiction over the annexation if, within 45 days of filing the notice of intention, a request for review is made by:

- a. The city to which the annexation is proposed, the county within which the annexation is proposed, or any other affected governmental unit; or
- b. Petition of registered voters or property owners.

If jurisdiction is not invoked within 45 days, the proposed annexation is deemed approved.

The board must act within 120 days of the review request, unless the board and the annexation initiators agree to an extension. If no decision is made within 120 days and no extension is granted, the proposal is deemed approved.

**2. County Annexation Review Board for Code Cities (RCW 35A.14.220)**

The county annexation review board for code cities does not review annexations under the 60 percent petition method.

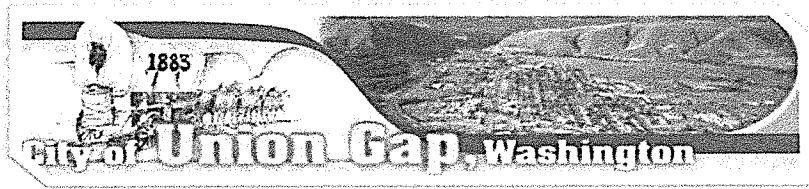
**I. Effective Date of Annexation (RCW 35A.14.150)**

The annexation, together with any provision relating to application of a proposed zoning regulation, is effective on the date fixed in the ordinance. The relevant statute, RCW 35A.14.150, does not specify any date by which the annexation must be made effective. Note, however, that there are important timing issues as to when an annexation occurs with respect to when the city's property tax levy can be effective in the newly annexed area and with respect to receipt of state-shared revenues, sales tax, and, if applicable, sales tax equalization payments. See Section 4.4.

**J. Notice of Annexation (RCW 35A.14.150, RCW 35A.14.801, RCW 84.09.030)**

For information on the notice that should be given following completion of the annexation process, see discussion in Section 7.1 M.





## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** David Spurlock; Deputy Director of Public Works & Community Development  
**Topic/Issue:** Resolution – Petition of Annexation – Borton Fruit

---

**SYNOPSIS:** The City Council considered the Notice of Intent and then set a public meeting concerning the Notice of Intent to Annex. The City Council conducted a public meeting on July 28, 2014 to consider the Notice of Intent to Annex.

Following the public meeting the City Council determined the following:

- a. The City will accept the proposed annexation;
- b. The proposed annexation will require simultaneous adoption of a proposed zoning regulation as provided for in RCW 35A.14.330 and 35A.14.340;
- c. The proposed annexation will be conditioned upon a development agreement addressing infrastructure issues pursuant to RCW 36.70b.170; and,
- d. The area to be annexed will assume existing city indebtedness.

**RECOMMENDATION:** Adopt resolution authorizing Borton & Sons Inc. (Borton Fruit's) Petition for Annexation to proceed with certain conditions.

**LEGAL REVIEW:** The City attorney has prepared resolution.

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:**

- May 29, 2014 staff met with Borton Fruit regarding proposed annexation.
- June 10, 2014 staff received annexation proposal.
- Proposed annexation area is within the City's adopted Urban Growth Area.
- Public Meeting was held on July 28, 2014

**ADDITIONAL OPTIONS:** N/A

**ATTACHMENTS:** Resolution

**CITY OF UNION GAP, WASHINGTON**  
**RESOLUTION NO. \_\_\_\_\_**

A **RESOLUTION** authorizing Borton & Sons Inc. (Borton Fruit's) Petition for Annexation to proceed with certain conditions.

**WHEREAS**, a Notice of Intent to Annex was initiated by Borton Fruit pursuant to RCW 35A.14.120 (petition method);

**WHEREAS**, the City Council considered the Notice of Intent and then set a public meeting concerning the Notice of Intent to Annex;

**WHEREAS**, the City Council conducted a public meeting on July 28, 2014 to consider the Notice of Intent to Annex;

**WHEREAS**, following the public meeting the City Council determined the following:

- a. The City will accept the proposed annexation;
- b. The proposed annexation will require simultaneous adoption of a proposed zoning regulation as provided for in RCW 35A.14.330 and 35A.14.340;
- c. The proposed annexation will be conditioned upon a development agreement addressing infrastructure issues pursuant to RCW 36.70b.170; and,
- d. The area to be annexed will assume existing city indebtedness.

**WHEREAS**, because the City requires the assumption of indebtedness, requires the adoption of a proposed zoning regulation, and requires that a Development Agreement be agreed upon, the City Council shall record this action in its minutes and the Petition for Annexation, which Borton Fruit intends to circulate, shall be drawn as to clearly indicate these factors. Approval of the form and substance of the Petition for Annexation by the City Council is a condition precedent to the actual circulation of the Petition;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, HEREBY RESOLVES as follows:**

The recitals set forth above are hereby incorporated herein by this reference and they constitute the City Council's findings after having conducted a public meeting on regarding Borton Fruit's notice of intent to annex.

It is further resolved that Borton Fruit is authorized to proceed and to prepare and circulate a Petition for Annexation subject to the conditions precedent identified above.

**PASSED** this 28<sup>th</sup> day of July, 2014.

\_\_\_\_\_  
Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen Clifton, City Clerk

\_\_\_\_\_  
Robert F. Noe, City Attorney



## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** Rod Otterness, City Manager  
**Topic/Issue:** Central Washington Antique Farm Equipment Expo – Request for Waiver of Reservation Fee

---

**SYNOPSIS:** In 1990, the City of Union Gap recruited the Central Washington Antique Farm Equipment Club to locate its annual Antique Farm Equipment Expo at Fulbright Park. For many years, the city did not charge any payment for use but started charging several years ago. The city has benefitted by having the event here and continues to benefit by the work of the Club in coordination with the Ag Museum which helps to maintain and improve the park grounds.

**RECOMMENDATION:** Authorize waiver of \$410 fee for use of Fulbright Park

**LEGAL REVIEW:** n/a

**FINANCIAL REVIEW:** n/a

**BACKGROUND INFORMATION:** n/a

**ADDITIONAL OPTIONS:** require payment of fee

**ATTACHMENTS:** May 18, 1990 letter from Mayor Ronald D. Krebs



# City of Union Gap

102 W. Ahtanum Road • Union Gap, WA 98903 • (509) 248-0432

May 18, 1990

Rose Parker, Secretary  
Central Washington Antique Farm Equipment Club  
P. O. Box 944  
Granger, WA 98951

Dear Ms. Parker:

It has been brought to our attention that the Central Washington Antique Farm Equipment Club may be considering a change in the location of your annual Pioneer Power Show. If this is indeed the case, the City of Union Gap would like to invite you to relocate at Fullbright Park in Union Gap.

In 1979, the City entered into an agreement with the Central Washington Agricultural Museum allowing them the use of Fullbright Park for their facility. The City is proud of the accomplishments made by the Museum and your on-going presence at the Park would only enhance their organization as well as yours.

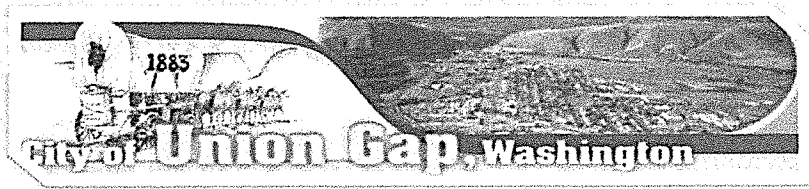
The City Council feels that the 200+ acres at Fullbright Park is sufficient to meet the present and future growth of both the Central Washington Agricultural Museum and the Central Washington Antique Farm Equipment Club. The City of Union Gap, still operating of its original Territorial Charter, would not only be an ideal location for your new "home", but would be most fitting and proper.

Please accept this invitation to relocate at Fullbright Park in Union Gap. If you have any questions, please do not hesitate to call me.

Sincerely,

Ronald D. Krebs  
Mayor

cc Paul Halm  
Leslie Vannice



## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** Rod Otterness, City Manager  
**Topic/Issue:** Cahalan Park Skatepark - Tony Hawk Foundation Grant Agreement

---

**SYNOPSIS:** The city applied to the Tony Hawk Foundation for a \$25,000 grant to assist with construction of a skatepark. The Foundation has informed the city of its award of a \$7500 grant subject to execution of the grant agreement.

**RECOMMENDATION:** Authorize execution of grant agreement

**LEGAL REVIEW:** N/A

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:** N/A

**ADDITIONAL OPTIONS:** Decline grant

**ATTACHMENTS:** July 20, 2014 grant agreement letter

20 July 2014

City of Union Gap  
107 W. Ahtanum Rd, PO Box 3008  
Union Gap, WA 98903  
Attn: Rodney Otterness

Dear Rodney,

I'm pleased to inform you that the Tony Hawk Foundation is offering you \$7,500 ("Award") to assist in the **construction** of your public, non-profit skatepark in Union Gap, subject to the following conditions:

The Award is a challenge grant which requires you or your fundraising personnel to raise \$5,000 from another source or sources ("Matching Amount") by January 26, 2015. Any money raised by you between June 19, 2014 and January 26, 2015 ("Funding Term") may count towards raising the Matching Amount.

When you have raised the Matching Amount, you must contact the Tony Hawk Foundation at [contact@tonyhawkfoundation.org](mailto:contact@tonyhawkfoundation.org) with the following:

- The sum of your total fundraising for your skatepark project raised during the Fundraising Term; and
- A copy of a bank statement dated after June 19, 2014; or
- A signed and dated letter, on your letterhead, indicating the current skatepark account balance.

Upon receiving evidence that you have raised the Matching Amount, your Award check will be processed and sent to you.

It is our hope that this fundraising challenge and your receipt of the Award, if you succeed in raising the Matching Amount, might also help raise your project's public profile and accelerate local fundraising efforts. We'll leave such publicity strategies to your discretion. We only ask that you don't imply that Tony will be appearing at your park, and that no one exploits his name for personal gain.

Please return this agreement to: 1611-A S. Melrose DR #360, Vista, CA 92081.

If the Award is granted to you, such grant is made subject to the following conditions:

1. You agree to assume any and all liability for:
  - a. The construction and operation of the skateboard park, and
  - b. The implementation of any information or advice given to you by the Foundation.
2. The Foundation has the right to terminate the grant, to modify or withhold any payment otherwise due under the grant, or to require repayment of any expended or unexpended grant funds if the skatepark is not operational within **two (2) years** of the date of this agreement, or if in the Foundation's sole judgment:
  - a. Grant funds or income arising from the grant have been used for purposes other than those described above; or
  - b. Your organization has failed to comply with any of the terms of the grant.
3. You agree to provide a written progress report (not to exceed two pages) on or before six months from the date of this agreement, and every six months thereafter until the skatepark opens, detailing the manner in which the Grant money has been spent and the progress you've made in accomplishing the purpose of the Grant. Upon opening the skatepark, you agree to submit a final report, including a photograph (or photographs) showing the entire skatepark.
4. You qualify as a public charity as described in Section 501(c)(3) and under IRC sec. 170(b)(1)(a), or you are a state or local agency, including public school systems or public projects. You agree to inform the Foundation immediately of any alterations in your organization's structure or activities which may adversely affect its status under this Code provision.
5. You agree NOT to expend Tony Hawk Foundation grant funds:
  - a. To carry on propaganda or otherwise to attempt to influence legislation within the meaning of the Internal Revenue Code 4945(d)(1), or

- b. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive within the meaning of Internal Revenue Code Section 4945(d)(2). (The term "legislation" in this case does not include actions by executive, judicial or administrative bodies, such as school boards, housing authorities, zoning boards, and similar federal, state or local special-purpose bodies.)
6. Neither Tony Hawk's name or likeness may be used for any purpose, including, without limitation, in connection with the skatepark and/or any other activities of the City of Union Gap, or otherwise. Notwithstanding the foregoing, you are welcome to make any appropriate public announcements about this grant, particularly if they are designed to boost local fundraising efforts.
  7. You give the Foundation permission to publicly release information concerning this fundraising challenge and grant (if awarded), including your statements and correspondence with the Foundation.
  8. You shall defend, indemnify and hold harmless the Foundation, Tony Hawk, Inc., Tony Hawk, and each of their affiliates, officers, directors, partners, shareholders, employees, contractors, successors, licensees and assigns, of and from all liability, loss, damage, claim or expense (including attorneys' fees and court costs) with respect to any and all claims arising in connection with the fundraising challenge and/or the grant (if awarded) and/or the skatepark, including, without limitation, any and all third party claims for injuries and or other damages, if any, resulting at, or otherwise related to, the skatepark.

Please signify your agreement to the above terms of the grant by signing below. The agreement must be signed by the officer or officers who are, under your bylaws and the law governing you, authorized to execute contracts on your organization's behalf. Please return both pages of the executed original of the letter to us, and keep a copy for your records. The original, signed agreement must be returned no later than 90 days from the date of this agreement.

After we've received the signed original of this letter, we'll send you the check. **Please use this address: 1611-A S. Melrose DR #360, Vista, CA 92081.**

Sincerely,



Miki Vuckovich  
Executive Director  
Tony Hawk Foundation

Agreed to and accepted on behalf of City of Union Gap this \_\_\_\_ day of \_\_\_\_\_, 2014

By: \_\_\_\_\_ (signature)

Name: \_\_\_\_\_ (please print)

Title: \_\_\_\_\_

The check to be made payable to: City of Union Gap

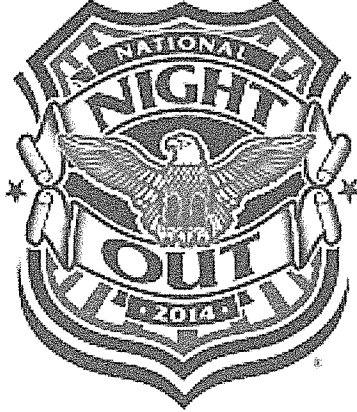
Address and name of the person to whom the check should be mailed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# **COMMUNICATIONS/QUESTIONS/COMMENTS**

# National Night Out Against Crime 2014



POLICE-COMMUNITY PARTNERSHIPS

**Date:** Tuesday, August 5, 2014

**Time:** 5:30 p.m. to 7:30 p.m.

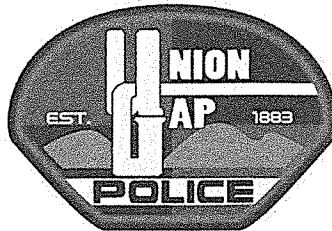
**Location:** Loudon Park (3<sup>rd</sup> Street, between Pine Street & Court Street)

Hot dogs,  
Chips &  
Drink

Free raffle  
tickets for  
PRIZES

Come Join  
the fun!

**Hosted by:** The Union Gap Police Department, the City of Union Gap and Local Businesses.



**UNION GAP CITY COUNCIL REGULAR MEETING**  
**UNION GAP COUNCIL CHAMBERS**  
**Union Gap, Washington**  
**JULY 14, 2014**  
**MINUTES**

Call to Order Mayor Wentz called the Regular Meeting of the Union Gap City Council to order at 6:00 p.m.

Council Members Present Council Members Lenz, Carney, Olson, Butler, Matson and Murr were present.

Staff Present City Manager Otterness, Public Works/Community Development Director Henne, Acting Public Safety Director Cobb, Deputy Director of Public Works/Community Development Spurlock, Finance and Administration Director Clifton, PR/AP Technician Bisconer, and City Attorney Noe were present.

Audience Present See list.

Pledge of Allegiance Deputy Mayor Matson led the Pledge of Allegiance.

Consent Agenda Motion by Council Member Butler second by Council Member Lenz to approve the consent agenda as follows:

Approve Regular Council Meeting Minutes dated June 23rd, 2014 as attached to the Agenda and maintained in electronic format.

Approve EFT's and Claim Voucher Nos. 88144 through 88230 in the amount of \$312,087.86 dated July 14, 2014.

Approve EFT's and Payroll Voucher Nos. 41212 through 41231 and 88101 through 88113 in the amount of \$438,657.62 dated June 30, 2014.

Items from the Audience Kara Estabrook addressed the council and expressed concern about the police response to an assault upon her neighbour witnessed by her son. Mayor Wentz asked that she make an appointment with the City Manager to discuss the concern. Fred Thompson addressed the council and suggested the "I.C.E." building located in Union Gap be used as temporary housing for illegal immigrants.

General Items

Public Works/Community Development

Resolution No. 14-33 - setting a public meeting on Borton & Son's Inc. Notice of Intent to Motion by Council Member Carney second by Council Member Murr to adopt Resolution No. 14-33 authorizing a public meeting on Borton & Son's Inc. (Borton Fruit's) Notice of Intent to Annex. Motion carried unanimously.

Annex

Request for Proposal – City Hall Asbestos Abatement  
Motion by Council Member Butler second by council member Murr authorizing staff to request proposals for City Hall asbestos abatement with the intent of demolition. Voting on the motion – ayes: Lenz, Murr, Wentz, Butler; nays: Carney, Matson, Olson. Motion carried.

Resolution No. 14-34 – Authorization to Execute SIED Contract – Longfibre Road Extension Project  
Motion by Council Member Carney second by Council Member Murr to adopt Resolution 14-34 authorizing execution of SIED Contract Number YC-LR-14 between Yakima County and the City of Union Gap for the extension of Longfibre Road. Motion carried unanimously.

Public Safety

Resolution No. 14-35 – Authorizing execution of contract for Police Department Roof  
Motion by Council Member Butler second by Council Member Lenz to adopt Resolution No. 14-35 authorizing execution of a contract with Leslie & Campbell, Inc. to re-roof the Police Station. Voting on the motion – ayes: Lenz, Carney, Olson, Butler, Matson, Murr; nays: Wentz. Motion carried.

City Manager

Pioneer Graveyard Interpretive Site – Approve Request for LTAC/TPA Funding  
Motion by Council Member Murr second by Council Member Lenz to authorize staff to request funding from the LTAC/TPA Advisory Committee for the Pioneer Graveyard Interpretive Site. Voting on the motion – ayes: Lenz, Murr, Matson, Butler, Olson, Wentz; nays: Carney. Motion carried.

Finance/Administration

Council Budget Retreat  
Mayor Wentz polled Council Members regarding the scheduling of a budget retreat from 9:00 a.m. – 2:00 p.m. on September 6.

City Attorney

Municipal Code review and rewrite  
City Attorney Noe submitted a draft copy of suggested changes to Chapter 2 of the City’s Municipal Code. Council Members requested additional time for review and discussion at a committee meeting.

Items from the Audience

There were none.

City Manager Report

City Manager Otterness gave an update on the 12<sup>th</sup> Avenue construction project and training he would attend to assure compliance with new requirements for management of the city’s public defender contract.

Communications

Mayor Wentz asked Deputy Director of Public Works/Community Development Spurlock for an update on filling the vacant Code Enforcement position. Spurlock advised that it is an ongoing process.

Development of next agenda

Presentation of Intent to Annex.

*CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – July 14, 2014*

Recess to 20 – Minutes  
Executive Session

At 6:37 Mayor Roger Wentz recessed to an Executive Session for 20 minutes to discuss Contract and Labor Negotiations pursuant to RCW 42.30.110(g) and Property Acquisition Pursuant to RCW 42.30.110. (b). Mayor Wentz, Council Members, City Manager Otterness, Acting Public Safety Director Cobb and City Attorney Noe attended.

Re-convened at 6:57 p.m.

Approved contract with International Association of Fire Fighters Union Local #3680

Motion by Council Member Carney second by Council Member Murr to approve contract with Fire Fighters Local #3680 for the period January 1, 2013 – December 31, 2014. Motion carried unanimously.

Adjournment of Meeting

At 6:58 p.m. Mayor Wentz adjourned the July 14, 2014 regular Council Meeting.

---

Rodney Otterness, City Manager

ATTEST

---

Karen Clifton, City Clerk



## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** Karen Clifton, Director of Finance and Administration  
**Topic/Issue:** Claim Vouchers, July 28, 2014

---

**SYNOPSIS:** Claim Vouchers Dated July 28, 2014

**RECOMMENDATION:** Request Council to approve EFTs and Voucher Nos. 88231 through 88314 in the amount of \$315,026.41.

**LEGAL REVIEW:** N/A

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:** N/A

**ADDITIONAL OPTIONS:** N/A

**ATTACHMENTS:** Claim Voucher Roster

# WARRANT/CHECK REGISTER

CITY OF UNION GAP  
MCAG #: 0853

01/01/2014 To: 07/31/2014

Time: 15:10:51 Date: 07/23/2014

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4388	06/05/2014	Claims	2	EFT	XPRESS BILL PAY	296.90	UB ONLINE PAYMENTS - 06/2014
4389	06/02/2014	Claims	2	EFT	US BANK CARDMEMBER SVC	354.17	CREDIT CARD FEE-06/2014
4390	05/31/2014	Claims	2	EFT	US BANK - CHECKING	0.15	BALANCING ADJUSTMENT
4404	06/26/2014	Claims	2	EFT	WA STATE DEPT OF REVENUE	8,379.84	EXCISE TAX - 05/2014
4453	07/03/2014	Claims	2	EFT	XPRESS BILL PAY	284.00	ONLINE PAYMENTS - 06/2014
4454	07/09/2014	Claims	2	EFT	CHASE PAYMENTECH	449.55	ONLINE CC PAYMENTS - 06/2014
4461	07/28/2014	Claims	2	88231	ACTNOW INC	1,570.80	FD SEC TEMP - WK ENDING 07/05/14; FD SEC. TEMP - WK ENDING 07/12/14
4462	07/28/2014	Claims	2	88232	AM SAN	323.11	PD SUPPLIES-NITRILE GLOVES
4463	07/28/2014	Claims	2	88233	BASIN DISPOSAL OF YAKIMA LLC	75,554.79	GA/RCY-07/20/14
4464	07/28/2014	Claims	2	88234	BURROWS TRACTOR COMPANY	148.58	BLADE KIT; SNAP HOOKS; BLADES, OIL FILTER
4465	07/28/2014	Claims	2	88235	CANON SOLUTIONS AMERICA	151.73	PD COPIER MAINTENANCE 06/16/14-07/02/14
4466	07/28/2014	Claims	2	88236	CAREY MOTORS	210.91	VEHICLE SERVICE #9-LOF & REAR BREAK SERVICE
4467	07/28/2014	Claims	2	88237	CASCADE ANALYTICAL INC	584.36	WASTEWATER SAMPLING
4468	07/28/2014	Claims	2	88238	CASCADE FIRE EQUIPMENT	43.17	2 1/2" RECOUPLED HOSE
4469	07/28/2014	Claims	2	88239	CASCADE NATURAL GAS CORP	55.72	3007 2ND ST - JUNE 2014; PD NATURAL GAS 6/4/14-7/7/14; CH/COMM DEV.-06/2014
4470	07/28/2014	Claims	2	88240	CASCADE VALLEY LUBE	156.05	FULL SERVICE ON VEH # 1011; FULL SERVICE ON TRK # 1015; FULL SERVICE TRK #1006
4471	07/28/2014	Claims	2	88241	CASH & CARRY	153.01	CRACKERS, CORNNUTS, RICE KRISPIES, NUTTER BUTTERS, COOKIES
4472	07/28/2014	Claims	2	88242	CENTRAL WA AG MUSEUM	2,225.00	AG MUSEUM COORDINATOR - STRATER
4473	07/28/2014	Claims	2	88243	CENTURY LINK - LD	9.45	CH LONG DISTANCE - 06/2014
4474	07/28/2014	Claims	2	88244	CENTURY LINK	1,324.25	WATER TELEMETRY, PUBLIC WORKS- 06/14; SHOP FAX-06/14; AG MUSEUM -06/14; CH FAX - 06/2014; CH T1-07/2014
4475	07/28/2014	Claims	2	88245	CI SHRED	37.80	PD SHREDDING JUNE 3, 2014
4476	07/28/2014	Claims	2	88246	CINTAS CORP #605	503.41	SR CTR MOP & MAT SVC; SR CTR MOP & MAT SVC; FIRE DEPT UNIFORM CLEANING; CH MAT RENTAL; SR CTR MOP & MAT RENTAL
4477	07/28/2014	Claims	2	88247	CLASSIC PRINTING	332.46	UB STATEMENT MAILING - 05/14 - 06/14
4478	07/28/2014	Claims	2	88248	RUSSELL CLAUSING	44.09	Refund Utility Deposit
4479	07/28/2014	Claims	2	88249	CLIFF'S SEPTIC SERVICE	125.00	PD PORTABLE RENTAL 6/1/14-6/30/14
4480	07/28/2014	Claims	2	88250	CORALIE'S PROFESSIONAL	41.66	PD UNIFORM REPAIRS-COBB
4481	07/28/2014	Claims	2	88251	CULLIGAN YAKIMA, WA	27.03	WATER SERVICE
4482	07/28/2014	Claims	2	88252	CUMMINS NORTHWEST INC	108.20	INSTALL DEF CONTROLER E85

## WARRANT/CHECK REGISTER

CITY OF UNION GAP  
MCAG #: 0853

01/01/2014 To: 07/31/2014

Time: 15:10:51 Date: 07/23/2014

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4483	07/28/2014	Claims	2	88253	DIVCO INC	653.23	REPAIR HVAC - CITY HALL; BARN AC PARTS & LABOR
4484	07/28/2014	Claims	2	88254	FEI INC	0.76	CAPS
4485	07/28/2014	Claims	2	88255	FINANCIAL MANAGEMENT DIVISION	47.62	2014 INCIDENT RESPONSE POCKET GUIDE HANDBOOK (22)
4486	07/28/2014	Claims	2	88256	FOWLER COMPANY HD	6,097.43	LIDS W/ DROP IN/ HINGED READERS; METER SUPPLIES
4487	07/28/2014	Claims	2	88257	GALLS, LLC	176.49	PATROL BOOTS-BONSEN
4488	07/28/2014	Claims	2	88258	GAP AUTO PARTS	30.08	12 OZ R134A; HEADLIGHT VEHICLE #21
4489	07/28/2014	Claims	2	88259	GEARJAMMER	2,422.06	PD FUEL JUNE 16-30, 2014
4490	07/28/2014	Claims	2	88260	JUSTIN GIBBS	27.59	Refund Utility Deposit
4491	07/28/2014	Claims	2	88261	GILLILAND LAW FIRM PLLC	220.00	CONFLICT ATTORNEY - 07/2014
4492	07/28/2014	Claims	2	88262	HD SUPPLY WATERWORKS LTD	2,387.52	METER CU PIT
4493	07/28/2014	Claims	2	88263	IN TOUCH MARKETING	9,968.52	OTD ADVERTISING
4494	07/28/2014	Claims	2	88264	INTEGRA TELECOM	1,771.99	CH - 06/2014
4495	07/28/2014	Claims	2	88265	KANIM JAMES	69.93	Refund Utility Deposit
4496	07/28/2014	Claims	2	88266	LAW OFFICE OF GARY M CUILLIER	938.00	HEARING EXAMINER- YAKIMA COUNTY RESTITUTION CENTER
4497	07/28/2014	Claims	2	88267	LONG CO INC GS	1,328.48	GLYPHOSATE, WEEDAR
4498	07/28/2014	Claims	2	88268	LOWES COMPANY INC	7.17	MARINE GREASE
4499	07/28/2014	Claims	2	88269	LOWES COMPANY INC	118.34	COUPLING, GLUE, PIPE; BATTERIES; SMART HAT, ENTRY KNOB, SMART STRAW, KEY
4500	07/28/2014	Claims	2	88270	MAILFINANCE	714.11	MAIL MACHINE LEASE - 08/13 - 11/12/14
4501	07/28/2014	Claims	2	88271	MORTON'S SUPPLY	17.66	CHAIN, DRILL BITS
4502	07/28/2014	Claims	2	88272	MUNICIPAL CODE CORPORATION	290.00	ANNUAL CODE INTERNET - 07/14 - 06/2015
4503	07/28/2014	Claims	2	88273	NOB HILL CLEANERS	20.85	UNIFORM CLEANING-COBB
4504	07/28/2014	Claims	2	88274	ROBERT F NOE	11,500.00	CITY ATTORNEY - 07/2014
4505	07/28/2014	Claims	2	88275	OFFICE DEPOT	377.57	BATTERY BACKUP, INK CTG'S CHAIR MAT ETC; WIRELESS KEYBOARD, BATTERY BACKUP; INKCTG'S, CALCULATOR TAPE ETC
4506	07/28/2014	Claims	2	88276	OFFICE SOLUTIONS NORTHWEST	83.15	FINGERTIP MOISTENER; FILE FOLDERS; COPY PAPER
4507	07/28/2014	Claims	2	88277	RODNEY G OTTERNESS	81.76	PUBLIC DEFENSE SYSTEM CONTRACT COURSE
4508	07/28/2014	Claims	2	88278	OXARC INC	54.99	PAIN RELIEF PILLS
4509	07/28/2014	Claims	2	88279	PACIFIC POWER	21,887.15	PD UTILITIES MAY 30-JUNE 27, 2014; WELLS-06/14; TRAFFIC LIGHTS-06/14; STREET LIGHTS-06/14; STREET LIGHTS-06/14; AREA LIGHTS-06/14; RENEWABLE ENERGY CREDITS; AG MUSEUM - 04/2014
4510	07/28/2014	Claims	2	88280	PETTY CASH	36.86	MISC RCTS - 07/2014



## WARRANT/CHECK REGISTER

CITY OF UNION GAP  
MCAG #: 0853

01/01/2014 To: 07/31/2014

Time: 15:10:51 Date: 07/23/2014

Page: 3

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4511	07/28/2014	Claims	2	88281	REPUBLIC PUBLISHING CO	2,541.04	ANTIQUÉ FARM EQUIPMENT CLUB EXPO; NTC OF ENV RVW - GEMKA LLC; NTC OF PUBLIC MEETING TO ANNEX; NTC OF SPECIAL MTG PARK BOARD; NTC OF CLASS 3 REVIEW - PP&L
4512	07/28/2014	Claims	2	88282	JEFFREY RINCKER	6.52	Refund Utility Deposit
4513	07/28/2014	Claims	2	88283	SAN DIEGO POLICE EQUIPMENT CO INC	123.11	PD AMMUNITION 12GA 00 BUCK
4514	07/28/2014	Claims	2	88284	SEATTLE PUMP & EQUIP CO.	3,567.30	ROTATING BULLDOG NOZZLE
4515	07/28/2014	Claims	2	88285	SHUELS WHOLESALE LUMBER	744.30	OTD SUPPLIES; OTD SUPPLIES; OTD SUPPLIES; 6 4X4'S; 12 4X4'S; LATCH; CEDAR, PLYWOOD, SCREWS
4516	07/28/2014	Claims	2	88286	SIX ROBBLEES INC	8.84	PLASTIC CONNECTORS
4517	07/28/2014	Claims	2	88287	DON C. SMITH	113.00	LEOFF 1 PERSCRIPTIONS
4518	07/28/2014	Claims	2	88288	SMITTY'S OUTDOOR POWER EQUIP	40.25	PULLEY STARTER-BR85
4519	07/28/2014	Claims	2	88289	SPLASH EXPRESS AUTO SERVICES LLC	14.52	CAR WASHES - 06/2014
4520	07/28/2014	Claims	2	88290	SPRINT ACCT #929468397	81.98	PARKS/ SR CTR- 06/14
4521	07/28/2014	Claims	2	88291	TI SHARED SERVICES INC	4,822.11	UG TOURISM ADVERTISEMENT - 05-/14 - 06/2014
4522	07/28/2014	Claims	2	88292	TUMBLEWEED TABS	216.29	SR CTR BINGO CARDS
4523	07/28/2014	Claims	2	88293	UNION GAP WATER FUND & SEWER	7,251.31	W/S/G- 06/14
4524	07/28/2014	Claims	2	88294	UNITED BUSINESS MACHINES	63.80	KM-3050 COPIER LEASE - 08/2014
4525	07/28/2014	Claims	2	88295	UNITED SALES INC	170.79	NEW DOOR ON LOCK BOX
4526	07/28/2014	Claims	2	88296	US BANK CARDMEMBER SVC	1,170.36	FOOD FOR INMATE WORKER 6/12/14; SR CTR SNACKS; FOAM CUPS; PARK DEPT BACKGROUND CHECKS; FOOD FOR INMATE WORKER-JACK IN THE BOX; USI LAMINATING FILM; FIRE CAM CHARGER; STEPBACK TRACK, SPLIT REFLECTOR; M
4527	07/28/2014	Claims	2	88297	US LINEN & UNIFORM	412.77	PW-06/14
4528	07/28/2014	Claims	2	88298	LORENA VELAZQUEZ MARTINEZ	150.00	DEPOSIT REFUND
4529	07/28/2014	Claims	2	88299	VERIZON WIRELESS	20.56	CH CELLS - 06/2014
4531	07/28/2014	Claims	2	88301	WA STATE DEP OF LICENSING	18.00	CONCEALED PISTOL LICENSE 6/13/14
4532	07/28/2014	Claims	2	88302	WA STATE DEPT OF REVENUE	10,102.31	EXCISE TAX - 06/2014
4533	07/28/2014	Claims	2	88303	WA STATE OFFICE OF MINORITY	100.00	LOCAL OMWMBE FEE 07/01/13 - 06/30/15
4534	07/28/2014	Claims	2	88304	WA STATE TREASURER	201.20	SEIZED PROPERTY
4535	07/28/2014	Claims	2	88305	WAPATO POLICE DEPT	25,250.66	JAIL BILLING MAY 2014

## WARRANT/CHECK REGISTER

CITY OF UNION GAP  
MCAG #: 0853

01/01/2014 To: 07/31/2014

Time: 15:10:51 Date: 07/23/2014

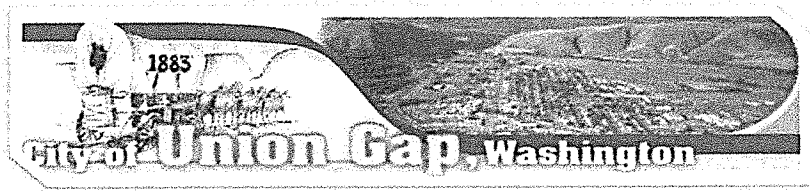
Page: 4

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4536	07/28/2014	Claims	2	88306	WASHINGTON TRACTOR	164.25	BELT SET
4537	07/28/2014	Claims	2	88307	TIMOTHY WHITEHURST	55.06	FUEL FOR BR85 ON SADDLE MTN FIRE
4538	07/28/2014	Claims	2	88308	WONDRACK DIST INC	3,944.13	BLD/PLN-06/14; PW FUEL-06/14
4539	07/28/2014	Claims	2	88309	YAKIMA CITY TREASURER	36,319.22	3RD QTR 2014 DISPATCH FEES, DESKTOP & MOBILE SERVICES, COMMUNICATION & ELECTRONIC SERVICES; PD 3 NEW MDC FOR NEW VEHICLES, HARDWARE INSTALL, PAN EMISSIVE BACKLIT; ENVELOPES & LETTERHEAD
4540	07/28/2014	Claims	2	88310	YAKIMA CO DEPT OF CORRECTIONS	5,773.46	PD JAIL BILLING JUNE 2014
4541	07/28/2014	Claims	2	88311	YAKIMA CO DISTRICT COURT	28,815.42	COURT OPERATION - 08/2014
4542	07/28/2014	Claims	2	88312	YAKIMA COOPERATIVE ASSN	1,756.65	JANITOR FUEL - 06/2014; JACKET TRAP; INDOL VG; PROPANE SRVC PARKS- 06/14; FIRE DEPT GAS CHARGES-JUNE 2014
4543	07/28/2014	Claims	2	88313	YAKIMA NETWORKING	102.70	PRINTER HOOK-UP/PRINTER CONNECT
4544	07/28/2014	Claims	2	88314	YAKIMA POLICE DEPT	80.00	COMPLEX SEARCH WARRANTS/ELECTRONIC SURVEILLANCE TRAINING-RIVERA & MCKINLEY
4545	07/28/2014	Claims	2	88315	YAKIMA VALLEY TOURISM	26,000.00	TOURISM/SPORTS PROMOTION PARTNERSHIP
						122,693.96	
						14,290.11	
						39,748.21	
						4,822.11	
						9,575.21	
						42.06	
						391.96	
						31,215.15	
						85,830.40	
						6,116.80	
						2.31	
						298.13	
						315,026.41	Claims: 315,026.41
						315,026.41	

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described and that the claim is a due and unpaid obligation against the City of Union Gap, and that I am authorized to authenticate and certify to said claim.

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Finance Director ( ) Auditing Officer ( ) Deputy Finance Director



## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** Karen Clifton, Director of Finance and Administration  
**Topic/Issue:** Petty Cash Vouchers, July 28, 2014

---

**SYNOPSIS:** Petty Cash Vouchers for the Months of May through June, 2014.

**RECOMMENDATION:** Request Council to approve Voucher Nos. 1822 through 1824 for the months of May through June, 2014, in the amount of \$288.25.

**LEGAL REVIEW:** N/A

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:** N/A

**ADDITIONAL OPTIONS:** N/A

**ATTACHMENTS:** Petty Cash Voucher Roster

# WARRANT/CHECK REGISTER

CITY OF UNION GAP  
MCAG #: 0853

05/01/2014 To: 05/31/2014

Time: 07:36:11 Date: 07/22/2014

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3093	05/06/2014	Claims	637	1822	COSTCO	92.50	WELLNES HEALTH SCREENING SNACKS
3424	05/21/2014	Claims	637	1823	TOPPENISH EAGLES	54.00	YVCOG MTG - MC, DS, DO
635 Petty Cash						146.50	
* Transaction Has Mixed Revenue And Expense Accounts						146.50	Claims: 146.50

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described and that the claim is a due and unpaid obligation against the City of Union Gap, and that I am authorized to authenticate and certify to said claim.

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Finance Director ( ) Auditing Officer ( ) Deputy Finance Director

**WARRANT/CHECK REGISTER**

CITY OF UNION GAP  
MCAG #: 0853

06/01/2014 To: 06/30/2014

Time: 08:32:19 Date: 07/22/2014

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4433	06/30/2014	Claims	637	1824	WA STATE DEPT OF LICENSING	141.75	VEHICLE LICENSING
						141.75	
						141.75	Claims: 141.75
						141.75	

635 Petty Cash

\* Transaction Has Mixed Revenue And Expense Accounts

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described and that the claim is a due and unpaid obligation against the City of Union Gap, and that I am authorized to authenticate and certify to said claim.

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Finance Director ( ) Auditing Officer ( ) Deputy Finance Director



## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** Karen Clifton, Director of Finance and Administration  
**Topic/Issue:** Advance Travel Vouchers, July 28, 2014

---

**SYNOPSIS:** Advance Travel Vouchers for the Months of May through June, 2014.

**RECOMMENDATION:** Request Council to approve Voucher Nos. 1228 through 1229 in the amount of \$220.47.

**LEGAL REVIEW:** N/A

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:** N/A

**ADDITIONAL OPTIONS:** N/A

**ATTACHMENTS:** Advance Travel Voucher Roster

# WARRANT/CHECK REGISTER

CITY OF UNION GAP  
MCAG #: 0853

05/01/2014 To: 05/31/2014

Time: 07:43:37 Date: 07/22/2014

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3184	05/16/2014	Claims	638	1228	UNION GAP	27.87	DEPOSIT CORRECTION
			636		Advanced Travel Expense Fund	27.87	
					* Transaction Has Mixed Revenue And Expense Accounts	27.87	Claims: 27.87

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described and that the claim is a due and unpaid obligation against the City of Union Gap, and that I am authorized to authenticate and certify to said claim.

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Finance Director ( ) Auditing Officer ( ) Deputy Finance Director

# WARRANT/CHECK REGISTER

CITY OF UNION GAP

Time: 08:20:57 Date: 07/22/2014

MCAG #: 0853

06/01/2014 To: 06/30/2014

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
3716	06/05/2014	Claims	638	1229	LYNETTE BISCONER	192.60	ATR #1101
			636		Advanced Travel Expense Fund	192.60	
					* Transaction Has Mixed Revenue And Expense Accounts	192.60	Claims: 192.60

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described and that the claim is a due and unpaid obligation against the City of Union Gap, and that I am authorized to authenticate and certify to said claim.

Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Finance Director ( ) Auditing Officer ( ) Deputy Finance Director





## City Council Communication

**Meeting Date:** July 28, 2014  
**From:** Karen Clifton, Director of Finance and Administration  
**Topic/Issue:** Appointments to Park Board and Planning Commission

---

**SYNOPSIS:** The City received letters of interest from 3 citizens to fill vacant positions on the Park Board and Planning Commission. There are currently 3 vacant positions on the Park Board and 1 vacant position on the Planning commission. The interested citizens are as follows:

1. Park Board - Kara Estabrook, 4208 Holiday Avenue
2. Park Board – Ron Simmons, 1112 Glaspey Lane
3. Planning Commission - Jack Galloway, 2711 5<sup>th</sup> Street

**RECOMMENDATION:** Request Council Appoint These Citizens.

**LEGAL REVIEW:** N/A

**FINANCIAL REVIEW:** N/A

**BACKGROUND INFORMATION:** N/A

**ADDITIONAL OPTIONS:** N/A

**ATTACHMENTS:** 1. Letters of Interest (3).

consent

7/23/14

Mayor Roger Wentz

I am interested in being appointed to the park commission as I have children in Union Gap.

Kara Estabrook  
4208 Holiday Ave  
Union Gap, WA 98903  
(509) 833-8850

July 23, 2014

PARK BOARD Vacancy

Honorable Mayor Roger Wentz.

I Ron Simmons write this request to  
an appointment as a member Union Gap  
Park Board. ~~mean~~ Thank you for your consideration.

Respectfully

Ron Simmons

509 941-1368

1112 Glaspey Lane

Union Gap, WA 98903

July 1<sup>st</sup> 2014

David L. Spurlock, CBO  
Deputy Director  
Public Works & Community Development  
City of Union Gap  
3106 South 1st Street  
Union Gap, Washington 98903

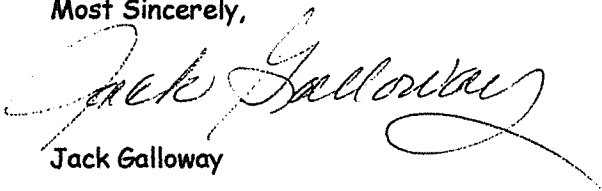
Hi Dave,

This is concerning the current vacancy on the Planning Commission Board.

I am interested in filling this position.

If this is met with acceptance please let me know at: 509-452-2966

Most Sincerely,

A handwritten signature in cursive script that reads "Jack Galloway". The signature is written in black ink and is positioned above the printed name.

Jack Galloway

2711 5<sup>th</sup> St

Union Gap, WA 98903

RECEIVED JUL 08 2014