

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
April 11, 2022, Regular Meeting
MINUTES

<u>Call to Order</u>	Mayor Hodkinson called the Regular Meeting of the Union Gap City Council to order at 6:00 p.m.
<u>Council Members Present</u>	Council Members Murr, Wentz, Galloway, Hansen, and Schilling were present.
<u>Staff Present</u>	City Manager Fisher, Police Chief Cobb, City Attorney Brown, Fire Chief Markham, Public Works & Community Development Director Henne, Finance and Administration Director Clifton, and Deputy Clerk Treasurer Bisconer were present.
<u>Audience Present</u>	See attached list.
<u>Pledge of Allegiance</u>	Council Member Murr led the pledge of allegiance.
<u>Consent Agenda</u>	<p>Motion by Council Member Wentz, second by Council Member Hansen to approve the consent agenda as follows:</p> <p>Regular Council Meeting Minutes dated March 28th, 2022 as attached to the Agenda and maintained in electronic format.</p> <p>Payroll Vouchers – EFT’s and Voucher Nos. 104400 through 104406 for the Month of March 2022, in the amount of \$488,758.24.</p> <p>Claims Vouchers – EFT’s, Voucher No. 104399, and Voucher Nos. 104407 through 104479 April 11, 2022, in the amount of \$697,103.31.</p> <p>Council Member Schilling asked what the charge was for coded to the 111 fund. Finance and Administration Director Clifton replied that it was for the cost for the publication of the CDBG Public Hearing.</p> <p>Motion carried unanimously.</p>
<u>Items from the Audience</u>	None.
<u>Excuse Council Member</u>	Motion by Council Member Wentz, second by Council Member Schilling to excuse Council Member Dailey. Motion carried unanimously.

General Items

Public Hearing

At 6:03 p.m. Mayor Hodkinson opened a Public Hearing to receive public testimony on a proposed CDBG General Purpose Grants – Capital Facilities application.

Public Works & Community Development Director Henne gave a topic overview and introduced HLA Engineering and Land Surveying, Inc., Senior Planner, Deborah LaCombe to talk more about the CDBG Grant requirements and availability. LaCombe explained that the City's funding application for the Library and Community Center is through the Community Development Block Grant which is through the State Department of Commerce, but the source of the funding is Federal, through HUD, Housing Interurban development. To receive CDBG Funding the city's project must meet national objectives, we are claiming the first which is to principally benefit low and moderate income persons. Handouts were provided both in English and Spanish explaining that 11.5 million dollars is available for planning and construction of public infrastructure, community facilities, or affordable housing and economic development projects. We will be applying for the community facilities. Another handout explains the citizen participation requirement that City's must meet to qualify. A Public Hearing will be the first of two that the city will have if selected for funding. The grievance procedure was approved by Council March 28, 2022 which was the first requirement for CDBG funding, and can be accessed at City Hall or online.

Lacombe stated that because the Library and Community Center project received funding earlier, it's very important to keep the project consistent with the architects estimate with amenities and shared responsibilities agreed to by the City and Library District. According to the Architects estimate an additional \$893,287 is needed to make the project whole, which is less than the maximum CDBG project request limit, so it is a good funding fit. For the City to stay on schedule and advertise the project for CDBG funding by December of this year, or January of next year, the city has started the environmental review process. The application will be prepared and submitted by June 1st and CDBG will announce project selection by September of this year. Provided the City receives the CDBG funding, construction is anticipated to begin in the spring of 2023. LaCombe introduced HLA Engineering and Land Surveying, Inc., application lead engineer, Michael Uhlman to provide information on the proposed project. Council Member Shilling asked if Uhlman had an estimated time of when the environmental review process would be done. Uhlman responded by saying that it would be done before the September deadline but depends on the complexity level such as the cultural review. Schilling asked if a review had been done in 2019/2020.

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Uhlman responded that there was one done as part of that funding package, but this one has its own to go through. We may be able to utilize some of the previous one, but it's up to the discretion of the CDBG environmental folks.

With no written testimony received, Benine McDonnell addressed the Council to inquire if advertisement for Bid was being pushed back due to the CDBG application. Council Member Wentz replied that it depends on how fast we hear back from CDBG, and we will try to make this happen as soon as possible. McDonnell commended the city for going after the funding and asked for a budget break down of the project when possible, and if possible with the additional funding we might consider going for the original 6,000 square foot plan. Public Works and Community Development Director Henne stated that the building budget is being finalized, and will be out to the public as part of the application within six weeks or so.

Teresa Charvet addressed the Council to thank them for progress on the Library project and welcomed the City Manager back.

With no other testimony Mayor Hodkinson closed the public hearing at 6:18 p.m.

Public Works & Community
Development

Resolution No. – 22-16 –
Authorizing Application for
CDBG General Purpose –
Capital Facilities Grant

Motion by Council Member Wentz, second by Council Member Hansen to approve Resolution No. – 22-16 – authorizing the City of Union Gap to apply to the state Department of Commerce for a Community Development Block Grant (CDBG). Motion carried unanimously.

Resolution No. – 22-17 –
Declare Project Complete
and Approve Acceptance –
East Washington Avenue
Resurfacing

Motion by Council Member Murr, second by Council Member Galloway to approve Resolution No. – 22-17 – authorizing final acceptance and authorizing close-out to the City's contract agreement related to the East Washington Avenue Resurfacing Project. Motion carried unanimously.

Resolution No. – 22-18 –
People for People – General
Contract for Services

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. 22-18 – authorizing the City Manager to sign a General Contract for Services between the City of Union Gap and People for People (PFP) for the Site Manager to oversee the Senior Nutrition Program. Motion carried unanimously.

Resolution No. – 22-19 – Set
Public Hearing – Six-Year

Motion by Council Member Wentz, second by Council Member Murr to approve Resolution No. – 22-19 – setting a public hearing to consider the

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Transportation Improvement Program (2023-2028) Six-Year (2023-2028) Transportation Improvement Plan for May 23, 2022. Motion carried unanimously.

City Manager

Resolution No. – 22-20 – Public Defense Contract – Daniel B. Polage Motion by Council Member Wentz, second by Council Member Murr to approve Resolution No. – 22-20 – authorizing the City Manager to sign a revised two year contract with Daniel B. Polage for public defense services. Motion carried unanimously.

Items from the Audience *None.*

City Manager Report

City Manager Fisher stated that the annual YCDA meeting will be May 12, 2022 3:30 p.m., open for all Council Members to attend and to please contact her if anybody is interested so we can advertise the meeting if necessary; Camp Hope cleaned up 1.89 Tons of debris behind McDonalds, sharing photos of the clean-up, she and the Mayor sent them a thank you note; will be hosting a Washington State Transportation committee meeting next week and have obtained authorization for overflow parking at the St. Jo's Bingo parking lot; As previously discussed, there was some confusion in regards to a recent donation received from Meredith Furniture. Fisher researched it further and found that the check issued was originally addressed and intended for the Senior Center, in memory of former employee, Senior Center Liaison, Lydia Warehime. Those funds will be posted to the Senior Center account, and while speaking to the donor, Fisher was presented with a \$50 check addressed to the Friends of the Union Gap Library, which she gave to Council Member Schilling; Borton is expanding and with all of the other projects, we will have a very busy construction season with lots of great projects. Council Member Schilling asked if we could have Mike K. come and do a presentation on Camp Hope again. Fisher replied that she would ask him; Fisher stated that there was a question as to if we hold checks for two weeks. Fisher replied that we have to deposit the checks every day, so if there is one that is a mystery as to where it should be applied it's put in a miscellaneous account until we figure out where it goes. The second question is if we have a Treasurer or designated person in the city. Fisher replied yes, we have those staff members and we have back up staff members. Another question was how often mistakes are made in receipting money. Fisher stated that we try not making mistakes and are audited every year, if it's just impossible to figure out where the payment goes, we try to contact the payee or send it back. Schilling requested who the 501c3 Treasurer should call if there are questions because if it is her asking the question she is to call City Manager Fisher. Fisher replied that the 501c3 is to call the front counter and if staff doesn't know the answer they will take the question down, find the answer and

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call the person back, and will reiterate that in training. Council Member Hansen asked if we know if this is the only check that got mixed up. Fisher replied yes, no others that she is aware of. Finance and Administration Director Clifton stated that there are none at this point, sometimes mistakes are made and she can't guarantee that other mistakes will not be made, but we try very hard. There are new people and if there is a question and number on the check, we can give those people a call. Council Member Schilling stated that the reason Merideth Furniture called is because they didn't receive a Thank-you from the 501c3, so they asked them if they received the check. Mayor Hodkinson stated that it didn't have anything to do with the 501c3.

Communications/Questions/Comments

Council Member Schilling stated Mike K., Camp Hope. Fisher stated that she will call him and see when he is available.

Development of next Agenda


None.

Adjournment of Meeting

At 6:36 p.m., Mayor Hodkinson adjourned the April 11, 2022 regular Council Meeting.


Arlene Fisher, City Manager

ATTEST:


Karen Clifton, City Clerk

04/11/2022 Council Meeting Zoom Attendees

Attendees

Lynette Bisconer

Imelda Vargas