

UNION GAP CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, FEBRUARY 24, 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 February 10th, 2014, As attached to the Agenda and maintained in electronic format;

B. Approve Vouchers:

Claims Vouchers – EFT's and Voucher Nos. 87225 through 87327 for February 24, 2014, in the amount of \$255,622.83;

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. PUBLIC HEARING

Marijuana Moratorium

V. GENERAL ITEMS

Public Works/Community Development

1. Resolution No. _____ - HLA Task Order 2014-3 - Main Street Revitalization Study – Ahtanum Road to South City Limits.

2. Resolution No. _____ - Yakima Infantil Soccer League - Two-Year Agreement

Legal

Ordinance No. _____ - Establishing process for Tourism Promotion Area board to follow when considering applications and making recommendations.

City Manager

Resolution No. _____ - Gang Free Initiative Contract for Grant Writing Services.

- V. 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.

VI. CITY MANAGER REPORT

VII. COMMUNICATIONS/QUESTIONS/COMMENTS

Notice of February 26, 2014 Main Street TASKFORCE Meeting.

VIII. BOARDS, COMMISSION & STANDING COMMITTEE REPORTS

IV. DEVELOPMENT OF NEXT AGENDA

X. RECESS TO 10 – MINUTES EXECUTIVE SESSION:

Property Acquisition Pursuant to RCW 42.30.110 (b).

The City Council **does** intend on taking Action upon reconvening the meeting.

XI. ADJOURN REGULAR MEETING.

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
February 10, 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, Matson, Butler, and Murr were present.

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

Audience Present See list.

Pledge of Allegiance Council Member Carney led the Pledge of Allegiance.

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

Approve EFT's and Claim Voucher Nos. 87144 through 87224 in the amount of \$238,383.95 dated February 10, 2014.

Approve EFT's and Payroll Voucher Nos. 41083 through 41102 and 87148 through 87162 in the amount of \$417,555.86 dated January 30, 2014. Motion carried unanimously.

Items from the Audience

General Items There were none.

Public Works/Community Development

Discussion - City Hall Building - Traho Architectural Report; Barbara Cline; Barbara Cline, architect with Traho Architects, P.S., presented the December 31, 2013 Phase 1 – Information Space and Site Plan for city hall including analysis of the costs of demolition, minor remodel, substantial remodel, and new construction of city hall.

Resolution No. 14-16 Yakima Transit Memorandum of Understanding; Motion by Council Member Lenz second by Council Member Murr to adopt Resolution No. 14-16 authorizing the City Manager to sign a Memorandum of Understanding with the City of Yakima including approval of bus book expenditure and instructing staff to bring back alternative advertising plan for review. Motion carried unanimously.

Request for Action - Fire Station Re-Roof Project - Declare Project Complete and Approve Acceptance.

Motion by Council Member Lenz second by Council Member Carney to Declare Project Complete and Approve Acceptance for the Fire Station Re-Roof Project. Motion carried unanimously.

Legal

Discussion – Public Facilities District

City Attorney Noe described the legal authority for Public Facilities Districts and reviewed terms of the existing district which shifts 0.033% of the retail sales and use taxes generated within the cities of Selah, Yakima, and Union Gap to fund district projects. Council members asked Noe to research additional information about the process used to approve encumbering the funding stream to pay for district projects and the process for separating from the agreement.

Discussion – Changes to the Criminal Codes from January 27th Council Meeting.

City Attorney Noe reviewed specific changes to the criminal code based upon concerns expressed by Council Members.

Information Only – Marijuana Moratorium

City Attorney Noe informed the Council that the Marijuana Moratorium is scheduled for public hearing during the February 24, 2014 council meeting.

Council

Discussion – The Lodging Tax Advisory Committee Chairman will discuss recommended policies for the Tourism Promotion Area (TPA) Fund.

Council Member Olson stated that the LTAC committee has requested that the LTAC committee review and make recommendation for expenditure of Tourism Promotion Area (TPA) funds using the same process of recommendation by the committee and then review by the council which is used for Tourism Tax money. Mayor Wentz asked City Attorney Noe to prepare a draft ordinance to be brought to a future council meeting for consideration.

Finance/Administration

Ordinance No. 2855 Changing Title of the Mayor Pro-Tem to Deputy Mayor.

Motion by Council Member Butler second by Council Member Murr to adopt Ordinance No. 2855 ordaining that the Mayor Pro-Tem for the City of Union Gap shall be referred to as the Deputy Mayor. Voting on the motion: ayes - Murr, Matson, Butler, Wentz; nays - Olson, Carney, Lenz. Motion carried and ordinance adopted.

Items from the Audience

There were none.

City Manager Report

City Manager Otterness reported on meetings with legislators during AWC City Days which included Council Members Butler, Carney, Matson, Olson, and Wentz.

Communications

There were no communications.

Questions/Comments

There were no questions or comments.

**Boards, Commission &
Standing Committee
Reports**

There were no reports.

**Development of the Next
Agenda**

None.

**Recess to Executive
Session litigation pursuant
to RCW 42.30.110(i)**

At 8:33 Mayor Roger Wentz recessed to an Executive Session for 5 minutes to discuss litigation pursuant to RCW 42.30.110(i) Mayor Wentz, Council Members, City Manager Otterness and City Attorney Noe attended.

Re-convened at 8:38

Adjournment of Meeting

At 8:39 p.m. Mayor Wentz adjourned the February 10, 2014 regular Council Meeting

Rodney Otterness, City Manager

ATTEST

Karen Clifton, City Clerk



City Council Communication

Meeting Date: February 24, 2014
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: Claim Vouchers, February 24, 2014

SYNOPSIS: Claim Vouchers Dated February 24, 2014

RECOMMENDATION: Request Council to approve EFTs and Voucher Nos. 87225 through 87327 are approved on February 24, 2014 in the amount of \$255,622.83.

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

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
987	02/05/2014	Claims	2	EFT	CHASE PAYMENTECH	374.12	UB ONLINE PAYMENTS - 01/2014
991	02/24/2014	Claims	2	87225	ADVANCED UNIFORMS	759.94	UNIFORM REPAIR-TURLEY, ARA-SHOCK PLATE UPGRADE
992	02/24/2014	Claims	2	87226	AM SAN	121.48	PD SUPPLIES-FOAM SOAP
993	02/24/2014	Claims	2	87227	AMB TOOLS & EQUIPMENT	100.94	BUS STOPS/RIVET NUT SETTER KIT
994	02/24/2014	Claims	2	87228	AMERICAN WATER WORKS ASSN	339.00	MEMBERSHIP RENEWAL 2014 - HENNE
995	02/24/2014	Claims	2	87229	BANK OF AMERICA	54.04	SEARS-OIL FILLED SAL-HENNE
996	02/24/2014	Claims	2	87230	BLUMENTHAL UNIFORMS &	1,757.27	COMMENDATION BARS; CLASS A-BONSEN, PATROL TIES/COLLAR BRASS
997	02/24/2014	Claims	2	87231	BURROWS TRACTOR COMPANY	144.88	CARBURETOR, BASE AIR CL
998	02/24/2014	Claims	2	87232	CASCADE ANALYTICAL INC	130.00	ENVIRO MNGMT FEE & COLIFORM COLILERT
999	02/24/2014	Claims	2	87233	CASCADE FIRE EQUIPMENT	14.01	10 EYE ZIPPER FOR WORK BOOTS
1000	02/24/2014	Claims	2	87234	CASCADE NATURAL GAS CORP	2,769.95	4401 1/2 MAIN ST; 3007 2ND ST - JANUARY 2014; 107 W AHTANUM RD - JANUARY 2014; PD UTILITIES GAS-1/7/14-2/4/14; 3106 1ST ST, 102 W AHTANUM RD; 4401 MAIN STREET #2; 4401 1/2 MAIN ST - 01/2014
1001	02/24/2014	Claims	2	87235	CASCADE VALLEY LUBE	203.67	FULL SERVICE VEH #1007, 1015, 1016; OIL CHANGE, AIR FILTER #1013 - WW; OIL CHANGE #44039D CH VEH - 2007 MERCURY GRAND MARQUIS
1002	02/24/2014	Claims	2	87236	CENTRAL CHAIN & TRANSMISSION	103.56	B72 V-BELT, B53 V-BELT - CHIPPER #5004
1003	02/24/2014	Claims	2	87237	CENTRAL WA AG MUSEUM	1,410.00	MUSEUM COORDINATORS - 01/2014
1004	02/24/2014	Claims	2	87238	CENTURY LINK	869.10	CH T1- MULTIPLE; LEGAL; MONTHLY BILLING 01/14; PD PHONES JAN 2014; MONTHLY BILLING
1005	02/24/2014	Claims	2	87239	CHARTER COMMUNICATIONS	311.58	CH INTERNET 01/14
1006	02/24/2014	Claims	2	87240	CI SHRED	37.80	PD SHREDDING JANUARY 2014
1007	02/24/2014	Claims	2	87241	CINTAS CORP #605	229.68	SR CTR MOP & MAT SVC; PD MAT SERVICE 02/07/14; FIRE DEPT UNIFORM CLEANING
1008	02/24/2014	Claims	2	87242	CLASSIC CAR WASH	66.00	PD CAR WASHES JANUARY 2014
1009	02/24/2014	Claims	2	87243	CLASSIC PRINTING	165.74	UB STATEMENTS JAN 2014
1010	02/24/2014	Claims	2	87244	CLIFF'S SEPTIC SERVICE	250.00	PORTABLE TOILET RENTALS-YOUTH PARK/FULLBRIGHT-01/14
1011	02/24/2014	Claims	2	87245	CONSOLIDATED ELECTRICAL	345.42	STRAIGHT FLOOR LAMP; ACTIVITIES BLDG & BARN

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1012	02/24/2014	Claims	2	87246	JOHN CRIMIN	376.20	LEOFF 1 PRESCRIPTION REIMBURSEMENT
1013	02/24/2014	Claims	2	87247	CULLIGAN YAKIMA, WA	27.03	WATER SRVC-02/14 COMM DEV & PW
1014	02/24/2014	Claims	2	87248	DEX WEST	276.11	PARKS ADVERTISING 12/13 - 01/14
1015	02/24/2014	Claims	2	87249	FASTENERS	40.03	COAT RACK CITY HALL/BUS SHELTER SUPPLIES/SHOP STOCK; CARRIAGE BOLT & HEX NUT, MED LOCK WASHER, BIT SHANK, NUT DRIVER, BOLT & WASHER
1016	02/24/2014	Claims	2	87250	FIRESTONE TIRE & SERVICE CTRS	33.09	VEHICLE SERVICE #13-WINTER TIRE CHANGEOVER
1017	02/24/2014	Claims	2	87251	FIVE K COMPUTER-INTERNET-PHONES	50.00	WEBSITE HOSTING 12/2013
1018	02/24/2014	Claims	2	87252	FRANKS OK TIRE STORE	1,039.33	SPIN & BALANCE TIRES - #1013 SEWER TRUCK; FRONT BRAKE PADS, BRAKE LABOR #1013-SEWER
1019	02/24/2014	Claims	2	87253	FREEDOM TRUCK CENTERS INC	11.39	LMP ULY RBR W/P - WATER #2007
1020	02/24/2014	Claims	2	87254	FUEL INJECTION SYSTEMS INC	67.75	SOLENOID 12V; BACKHOE
1021	02/24/2014	Claims	2	87255	FUTURE LINK COMMUNICATIONS	154.04	PHONE TREE REDONE
1022	02/24/2014	Claims	2	87256	GAP AUTO PARTS	375.22	STR FLUID #2004,BATTERY #1012,LAMP #1008,TBL RING/SPLICE #1019, JACK OIL PARKS; STARTER, CREDIT FOR STARTER, CREDIT FOR CORE - #1012; SELECT SORB 25LB & 20FT 600P CLAMP #1012, 750 WATT INVERTER #1015
1023	02/24/2014	Claims	2	87257	GE CAPITAL	417.10	KYOCERA TASKALFA 6500I LEASE 02/01/14-02/28/14
1024	02/24/2014	Claims	2	87258	GEARJAMMER	1,921.44	PD FUEL-JAN 16-31, 2014
1025	02/24/2014	Claims	2	87259	GENE WEINMANN CONSULTING	93.93	CDBG REHAB MANAGEMENT
1026	02/24/2014	Claims	2	87260	HD SUPPLY WATERWORKS LTD	655.58	P/R TCH PIT PAD 6' W - QTY 20 - WATER
1027	02/24/2014	Claims	2	87261	HEWLETT-PACKARD CI	8,022.37	PW/CD PLOTTER/PRINTER CR358A#BIK, QUOTE #9096542

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1028	02/24/2014	Claims	2	87262	HUIBREGTSE, LOUMAN ASSOC INC	30,802.01	REGIONAL BELTWAY CONNECTOR; S 12TH AVE BRIDGE #329 REPLACEMENT; MAIN STREET / RUDKIN ROAD WA SYSTEM IMPROVEMENTS; MAIN STREET RECONSTRUCTION-2ND STREET TO FRANKLIN STREET; 2014 GENERAL SVCS; YRWWTP 3
1029	02/24/2014	Claims	2	87263	HUMANE SOCIETY OF	2,400.00	PD ANIMAL CONTROL SERVICES JANUARY 2014
1030	02/24/2014	Claims	2	87264	IN TOUCH MARKETING	335.00	WTA TRAVEL EXPENSES
1031	02/24/2014	Claims	2	87265	INTEGRA TELECOM	747.57	MONTHLY BILLING, 1000 AHTANUM RD-01/14; STA 85 FAX - FEBRUARY 2014; PD PHONES 2/3/14-3/2/14; MONTHLY BILLING; SENIOR CENTER
1032	02/24/2014	Claims	2	87266	JANITORS CLOSET	63.41	MULTIFOLD TOWELS
1033	02/24/2014	Claims	2	87267	JOEL'S TIRE	88.67	VEHICLE SERVICE #4-TIRE/WHEEL ALIGNMENT
1034	02/24/2014	Claims	2	87268	KEEGAN - BATTERIES PLUS BULBS	36.33	3V LITHIUM UNTRA 2PK, 3V LITHIUM COIN 2PK, CLOCK BATTERY-WW
1035	02/24/2014	Claims	2	87269	LAKESIDE INDUSTRIES	782.91	2ND ST WA MAIN BREAK
1036	02/24/2014	Claims	2	87270	LEGAL COURIERS INC	30.00	LEGAL COURIER SVC-02/14
1037	02/24/2014	Claims	2	87271	LOWES COMPANY INC	450.02	SMALL TOOLS, SUPPLIES
1038	02/24/2014	Claims	2	87272	MAILFINANCE	717.36	POSTAGE MACHINE LEASE 02/13/14-05/12/14
1039	02/24/2014	Claims	2	87273	MORTON'S SUPPLY	75.66	3/4" CR STEEL ROUNDS, 6 GAL NIPPLE, 3/8 GAL COUPLING, 1/2 BLACK COUPLING, 1/2X6 GAL NIPPLE-#2004; 8" MILL FILE, RECIP BLADE, HITCH PIN CLIPS, MEGALOC 1/2 PT, LIQUID PRESSURE GAUGE WELL#5
1040	02/24/2014	Claims	2	87274	ZACH NALLEY	124.46	OVERPAYMENT REFUND
1041	02/24/2014	Claims	2	87275	NEOFUNDS BY NEOPOST	1,000.00	POSTAGE - 02/2014
1042	02/24/2014	Claims	2	87276	NOB HILL CLEANERS	10.19	UNIFORM CLEANING JAN 2014-BONSEN
1043	02/24/2014	Claims	2	87277	ROBERT F NOE	11,000.00	CITY ATTORNEY - 02/2014
1044	02/24/2014	Claims	2	87278	NW FIRE INVESTIGATORS ASSOC	850.00	CONFERENCE REGISTRATION-BRYAN BAUER & SHANE MACIAS
1045	02/24/2014	Claims	2	87279	OFFICE DEPOT	64.91	INKJET CARTRIDGES - FF PRINTER
1046	02/24/2014	Claims	2	87280	OFFICE DEPOT	124.20	PD SUPPLIES-BANKER BOXES & FILE LABELS; PD SUPPLIES-DESK CALENDAR, COMPRESSED AIR,

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1047	02/24/2014	Claims	2	87281	OFFICE DEPOT	789.73	TRAHO COPIES (10 BOOKLETS/PLANS FOR CITY COUNCIL), CED TONER & DIVIDERS; FOLDERS, PWR SURGE, GROUNDERS, SHT MAGNET, PENS, PENCILS, BATTERIES, CTG'S; ONLINE PRINTS & REPORT COVERS, LG PRINT, SCANNING
1048	02/24/2014	Claims	2	87282	OFFICE SOLUTIONS NORTHWEST	135.20	LEGAL COPY PAPER, CLASP ENVELOPES; DATA BINDERS
1049	02/24/2014	Claims	2	87283	ONE CALL CONCEPTS INC	23.76	UTILITY LOCATES - 01/2014
1050	02/24/2014	Claims	2	87284	PACIFIC POWER	37,534.80	MONTHLY BILLING; MONTHLY BILLING 01/14; 102 W AHTANUM RD, 3106 1ST ST, 3103 2ND ST; PD UTILITIES 01/02/14-01/31/14; 107 W AHTANUM RD - JANUARY 2014; 3007 2ND ST - JANUARY 2014; MONTHLY BILLING; AG MUS
1051	02/24/2014	Claims	2	87285	PEPSI COLA - YAKIMA	76.10	PD WATER DELIVERY AND RENTAL JAN 2014
1052	02/24/2014	Claims	2	87286	PETTY CASH	5.31	MISC RCTS - 02/2014
1053	02/24/2014	Claims	2	87287	RONALD PHILLIPS	15.00	WWCPA CERTIFICATION RENEWAL - PHILLIPS
1054	02/24/2014	Claims	2	87288	PIONEER RESEARCH CORP	1,948.30	QTY 24 GALS 299 EN SOLV
1055	02/24/2014	Claims	2	87289	POWERPLAN - OIB	56.53	LOUVER AT2227669-#3009
1056	02/24/2014	Claims	2	87290	PRINT GUYS INC	219.18	BUSINESS CARDS, ACEVEDO, SPURLOCK, ELY, LINDER & HENNE
1057	02/24/2014	Claims	2	87291	REPUBLIC PUBLISHING CO	1,257.74	PW MAINT JOB LISTING; REQUEST FOR PROPOSALS INFORMATION TECHNOLOGY SUPPORT SERVICES; LEGAL AD-DNS 01/16/14-MAIN ST RECONST PH 1
1058	02/24/2014	Claims	2	87292	SAN DIEGO POLICE EQUIPMENT CO INC	1,057.33	PD AMMUNITION 223 55GR FMJ
1059	02/24/2014	Claims	2	87293	SANTANDER LEASING LLC	28,720.96	2012 FIRE TRK E-ONE LEASE PAYMENT (CONTRACT 004-0001263-001)
1060	02/24/2014	Claims	2	87294	SCI DOOR	615.09	REPLACE LEFT HAND TORSION SPRING
1061	02/24/2014	Claims	2	87295	SHOPKO	120.97	SAMPLING SUPPLIES
1062	02/24/2014	Claims	2	87296	SHUELS WHOLESALE LUMBER	219.88	LUMBER - STREETS
1063	02/24/2014	Claims	2	87297	SIX ROBBLEES INC	264.39	7WAY PLUG - TRAILER END, 7WAY SOCKET VEH END - CHIPPER #5004; VEHICLE #2006 PARTS; LED BEACON; WORK LAMP RBBR
1064	02/24/2014	Claims	2	87298	SMITH AUTO ELECTRIC	103.22	8 GA PRIMARY WIRING, 1/0 GA 5/16 STUD TBL, 8 GA RD INS, MARINE TERM 5/16 NEG H/D - #1015; BUTT CONN BRZD, BRUTE HAMMER TOOL, WING NUT BATTERY, BK 3/4 IN SHRINK

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1065	02/24/2014	Claims	2	87299	SMITTYS OUTDOOR POWER EQUIP	137.79	GEAR PINION, MOTOR STARTER - FLINK #1010; DRIVE STARTER; FLINK SANDER
1066	02/24/2014	Claims	2	87300	SPENCER FLUID POWER	781.60	STRAIGHT MNPT #2004, CREDIT FOR PUMP #2004, MOTOR #2006, REDUCER, COUPLINGS, NEEDLE VALVE #2004, MOTOR #2004 & 2007, SEAL KIT BUNA FOR CHIPPER #5004
1067	02/24/2014	Claims	2	87301	SPRINT ACCT #929468397	81.98	MONTHLY BILLING; SR CENTER & PARK
1068	02/24/2014	Claims	2	87302	STAR RENTALS	416.58	SCISSOR SKYJACK RENTAL FOR PAINTING IN BAY
1069	02/24/2014	Claims	2	87303	TACTICAL TAILOR	149.29	TRIPLE PISTOL MAG POUCH-DET & SWAT
1070	02/24/2014	Claims	2	87304	UNION GAP WATER FUND & SEWER	1,350.92	102 W AHTANUM RD, 3106 1ST ST, 3103 2ND ST; AG MUSEUM 01/14; MONTHLY BILLING 01/29/14
1071	02/24/2014	Claims	2	87305	UNITED STATES POSTMASTER	785.00	UB STATEMENTS - 02/2014
1072	02/24/2014	Claims	2	87306	US BANK CARDMEMBER SVC	2,377.42	SR CTR SUPPLIES; DIRECTOR MEETING LUNCH; WSU PESTICIDE EDUCATION-R. HENNESSY, C. BUNTING, R. MCRAE; 2012 IZC BOOK, 2012 IPMC BOOK; DIVE RESCUE - BOKAT ROPE WASHER; CITY ACTION CONF - BUTLER; STATE REP
1073	02/24/2014	Claims	2	87307	US CELLULAR	50.71	TOURISM PROMOTER CELL 01/14
1074	02/24/2014	Claims	2	87308	US LINEN & UNIFORM	430.55	UNIFORM SRVC 01/13; 01/20; 01/27; UNIFORM SERVICE 02/03/14; 02/10/14
1075	02/24/2014	Claims	2	87309	VALLEY FORD SALES	174.53	STARTER MOTOR ASY, CREDIT FOR CORE #1012
1076	02/24/2014	Claims	2	87310	VERIZON WIRELESS	235.75	CH CELL PHONES - 01/2014
1077	02/24/2014	Claims	2	87311	WA ASSOC OF BUILDING OFFICIALS	60.00	2014 SPRING BUSINESS MEETING, D. SPURLOCK 4/25-4/26
1078	02/24/2014	Claims	2	87312	WA MUNICIPAL CLERKS ASSN	150.00	2014 MEMBERSHIP CLIFTON/BISCONER
1079	02/24/2014	Claims	2	87313	WA STATE DEPT OF HEALTH	3,543.40	2014 OPERATING PERMIT/CERTIFICATION SYSTEM FEES
1080	02/24/2014	Claims	2	87314	WA STATE DEPT OF L&I	21.50	BOILER/VESSEL INSPECTION-CITY HALL
1081	02/24/2014	Claims	2	87315	WA STATE DEPT OF TRANSPORTATION	6,990.34	SIGNS, ADDRESS PLATES 3702,3704,3708; SIGNAL MAINTENANCE, REPAIR & ADDITIONS; INSTALL PAVEMENT MARKING

WARRANT/CHECK REGISTER

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1082	02/24/2014	Claims	2	87316	WA STATE UNIVERSITY-CONFERENCE MNGMT.	1,500.00	NW CLERKS INSTITUTE - CLIFTON/BISCONER
1083	02/24/2014	Claims	2	87317	WAPATO POLICE DEPT	25,714.61	JAIL PRESCRIPTION BILLING JANUARY 2014; JAIL BILLING JANUARY 2014
1084	02/24/2014	Claims	2	87318	WONDRACK DIST INC	2,682.33	MONTHLY BILLING 01/14
1085	02/24/2014	Claims	2	87319	YAKIMA AIR COMPRESSOR	6.43	WATER/COUPLING 3/4" AIR KING
1086	02/24/2014	Claims	2	87320	YAKIMA CITY TREASURER	49,121.53	WASTEWATER-12/13; 2014 YAKCORPS (SPILLMAN) - 1ST INSTALLMENT
1087	02/24/2014	Claims	2	87321	YAKIMA CNTY PRINTING DEPT	242.77	EVIDENCE CARDS, RECEIPTS, BUSINESS CARDS-TURLEY; TAX FOR PRINTING JOB, EXCLUDED ON PO#15000
1088	02/24/2014	Claims	2	87322	YAKIMA CO DEPT OF CORRECTIONS	6,582.64	JAIL BILLING JANUARY 2014
1089	02/24/2014	Claims	2	87323	YAKIMA COOPERATIVE ASSN	3,915.77	FIRE DEPT GAS USAGE - JAN 2014; JANITOR FUEL 01/14; PROPANE FOR PARKS; 01/14
1090	02/24/2014	Claims	2	87324	YAKIMA COUNTY PUBLIC SERVICES	37.99	GARBAGE 01/29/14
1091	02/24/2014	Claims	2	87325	YAKIMA LOCK & SAFE	21.64	FILE CABINET LOCK
1092	02/24/2014	Claims	2	87326	YAKIMA NETWORKING	1,046.96	WA/SE/GA/FIN PC EMAIL AND BIAS SET UP; PUBLISHER DOWNGRADE FOR PLN/DEV, SERVER ACCESS FOR FIRE CAPTAIN; LOCAL BACKUP SERVICE-01/14; SET UP PC, EMAIL AND TRANSFER DATA
1093	02/24/2014	Claims	2	87327	GAP AUTO PARTS	27.82	SPARK PLUG, LED FLASHLIGHT #1010 FLINK, 120 PC FUSE ASSORTMENT

000	6.03
001 Current Expense Fund	91,679.15
101 Street Fund	18,153.63
107 Convention Center Reserve Fund	1,865.47
108 Tourism Promotion Area Fund	335.00
113 Fire Truck Reserve Fund	28,720.96
116 City Hall Building Reserve Fund	102.17
121 Street Development Reserve Fund	250.60
124 Infrastructure Reserve Fund	24,710.33
128 Transit System Fund	881.59
131 Drug Seizure Forfeiture Fund	79.98
170 Housing Rehabilitation Fund	93.93
401 Water Fund	28,581.08
402 Garbage Fund	1,586.42
403 Sewer Fund	48,361.23
404 Water/Sewer Improvement Reserve	10,215.26

Claims: 255,622.83
 255,622.83



City Council Communication

Meeting Date: February 24, 2014
From: Dennis Henne; Director of Public Works & Community Development
Topic/Issue: Resolution - HLA Task Order 2014-3 - Main Street Revitalization Study – Ahtanum Road to South City Limits

SYNOPSIS: The City has engaged in a planning process to revitalize Main Street - from Ahtanum Road, South to City Limits. Task Order 2014-3 Main Street Revitalization Study assists the City in the process by facilitating workshops.

At the direction of the City, HLA shall provide professional engineering and surveying services for the Main Street Revitalization Study – Ahtanum Road to South City Limits.

RECOMMENDATION: Adopt a Resolution authorizing the City Manager to sign Task Order 2014-3 with Huibregtse, Louman Associates, Inc. relating to the Main Street Revitalization Study – Ahtanum Road to South City Limits.

LEGAL REVIEW:

FINANCIAL REVIEW: Funding for this project is included in the 2014 budget in the Street Development Reserve Fund (121).

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS:

ATTACHMENTS:

1. Resolution
2. HLA Task Order 2014-3

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION authorizing the City Manager to sign Task Order 2014-3 with Huibretgse Louman Associates, Inc. (HLA) for Main Street Revitalization Study – Ahtanum Road to south City limits.

WHEREAS, the City of Union Gap has been engaged in the planning process to revitalize its Main Street from Ahtanum Road to the south City limits;

WHEREAS, wishes to contract with HLA for the purpose of assisting the City in the Main Street Revitalization project through project coordination, establishing a task force, facilitation of workshops, prioritization of goals and professional engineering and surveying services associated with design concepts for the project, and coordination of public forums;

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

That the City Manager is authorized to sign Task Order 2014-3 with Huibretgse Louman Associates, Inc. (HLA) for Main Street Revitalization Study – Ahtanum Road to south City limits.

PASSED this 24th day of February, 2014.

Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Robert F. Noe, City Attorney

TASK ORDER NO. 2014-3

REGARDING GENERAL AGREEMENT BETWEEN CITY OF UNION GAP

AND

HUIBREGTSE, LOUMAN ASSOCIATES, INC.

PROJECT DESCRIPTION:

Main Street Revitalization Study - Ahtanum Road to South City Limits
HLA Project No. 14033E

The City of Union Gap (CITY) has engaged in a planning process to revitalize Main Street, from Ahtanum Road and the south city limits. The purpose of this project is to create a vibrant downtown streetscape that encourages economic development, and establishes an identity unique to Union Gap. Huibregtse, Louman Associates, Inc. (HLA), and its subconsultant, HBB Landscape Architecture (HBB), will assist the CITY with this process by facilitating a series of workshops with a Task Force and City Council. The Task Force will be comprised of a cross section of community residents, business and property owners, members from City Council and the Community Development Committee. As part of this process, HLA and HBB will prepare concept landscape architecture and urban design concepts for streetscape improvements to Main Street. Proposed improvements may include, but are not limited to, special sidewalk paving patterns, street trees, pedestrian crossings, planting areas, site furnishings, and pedestrian and street lighting. HLA and HBB will develop a "project brochure" that summarizes the process and illustrates the preferred landscape and urban design treatments. Although this project is a streetscape project, the Task Force and CITY will have the opportunity to identify additional studies that may be needed to achieve the overall purpose of the project.

SCOPE OF SERVICES:

At the direction of the City of Union Gap (CITY), Huibregtse, Louman Associates, Inc. (HLA), and its subconsultant, HBB Landscape Architecture (HBB), shall provide professional engineering and surveying services for the Main Street Revitalization Study (STUDY). HLA/HBB services shall include:

1. **Project Coordination** – Continuous throughout the duration of the project, HLA/HBB will coordinate base map plans and maintain the project notebook and schedules.
2. **Kick-Off Meeting COMPLETED** – HLA/HBB will prepare for and attend a kick-off meeting hosted by the City Council. During this meeting HLA/HBB will present examples of similar successful downtown revitalization projects. They will review the planning process, discuss the desired outcomes, and review the task force members' roles and the project timeline. At the end of the meeting they will facilitate a visioning exercise with City Council and members in the audience. This exercise will provide background about Union Gap and establish a framework for future Task Force meetings. During this meeting HLA/HBB will ask the audience if they would like to be considered to serve on the Main Street Revitalization Task Force.

Deliverables:

- Agenda for the kick-off meeting
- PowerPoint presentation
- Visioning exercise
- Written summary of the visioning exercise

3. **Task Force Walk & Talk and Prioritize Project Components Meeting COMPLETED** – HLA/HBB will prepare for and conduct a walk & talk site visit with the Task Force to review the existing conditions on Main Street. During this walk the goal is to learn more about Main Street, what is working and what is not working. HLA/HBB will identify with the Task Force key sections of the corridor that should be visited. After the walk & talk site visit, HLA/HBB will meet with the Task Force to review the input received during the visioning exercise and develop a list of goals for the project.

HLA/HBB will also ask the Task Force to prioritize project components they would like to see within the Main Street Corridor. Typical project components the Task Force may consider include on-street parking, sidewalk widths, landscape areas, medians, street trees, pedestrian crossings, art locations, street furnishings, etc. As part of this task, HLA/HBB will review the existing right-of-way dimensions, and discuss the project requirements such as travel lane widths and turning lane locations.

Deliverables:

- Photo documentation of the walk & talk site visit
- Written summary of the walk & talk site visit
- Project components priority matrix

4. **Task Force Meeting to Review Preliminary Design Concepts** – HLA/HBB will prepare up to three preliminary design concepts to illustrate various landscape and urban design treatments along the Main Street Corridor. The preliminary design concepts will be illustrated on plan views with corresponding cross-sections. HBB will create photo boards with site furnishings, plant material, lighting, and sidewalk treatment options. The Task Force will have the opportunity to review and discuss the preliminary design concepts during this meeting.

Deliverables:

- Preliminary design concepts
- Cross sections at key locations
- Photo board with site furnishings, plant material, lighting and sidewalk treatment options

5. **City Council Study Session to Review Preliminary Design Concepts** – HLA/HBB will attend this study session to review with City Council the progress of the Task Force to date. The Council will also have the opportunity to provide comments on the preliminary design concepts, site furnishings, plant material, lighting, and sidewalk treatment options.

Deliverables:

- PowerPoint presentation

6. **Public Forum** – The Task Force will host a community public forum to obtain input on the preliminary design concepts. HLA/HBB will revise the preliminary design concepts if necessary for the attendees to review. Revisions will be based upon input received from the Task Force and City Council study session. HLA/HBB will also develop a method for the attendees to provide comments.

Deliverables:

- Preliminary design concepts
- Cross sections at key locations
- Photo board with site furnishings, plant material, lighting and sidewalk treatment options
- Written summary of comments

7. **Task Force Meeting to Review Revised Design Concepts** – HLA/HBB will review the results of the City Council study session and the public forum with the Task Force. Based upon the comments from the Task Force, City Council Study session, and the public forum, HLA/HBB will revise the preliminary design concepts for the Task Force to review.

Deliverables:

- Revised design concepts
- Revised Cross sections at key locations
- Revised Photo board with site furnishings, plant material, lighting, and sidewalk treatment options

8. **Task Force Final Recommendation to City Council** – HLA/HBB will present the task force recommendations to the City Council.

Deliverables:

- PowerPoint presentation

9. **City Council Adoption** – HLA/HBB does not need to attend this meeting unless requested to be present.

Deliverables:

- Project brochure
- PowerPoint presentation

Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- A. Provide full information as to CITY requirements of the STUDY.
- B. Assist HLA/HBB by placing at their disposal all available information pertinent to the site of the STUDY including previous reports, drawings, plats, surveys, utility records, and any other data relative to the STUDY.
- C. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA/HBB and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of HLA/HBB.
- D. Obtain approval of all governmental authorities having jurisdiction, and such approvals and consents from such other individuals or bodies as may be necessary for completion of the STUDY.

TIME OF PERFORMANCE:

The services called for under this Agreement shall be completed by June 30, 2014. A tentative meeting schedule is provided below:

City Council Kick-Off Meeting <i>COMPLETED</i>	12/09/13
Task Force Walk & Talk and Prioritize Project Components Meeting <i>COMPLETED</i>	1/22/14
Task Force Meeting to Review Preliminary Design Concepts	2/26/14
City Council Study Session to Review Preliminary Design Concepts	3/24/14
Public Forum Hosted by Task Force	4/09/14
Task Force Meeting to Review Revised Design Concepts and Recommendation to City Council	4/30/14
City Council Adoption	5/26/14

FEE FOR SERVICE:

For the services furnished by HLA/HBB as described under this Agreement, the CITY agrees to pay HLA on a time-spent basis at the hourly billing rates included in the General Agreement, plus reimbursement for direct non-salary expenses such as reproduction expenses, out of town travel costs, and outside consultants, e.g. HBB Landscape Architecture. The estimated maximum fee for the services identified in this Task Order 2014-3 is \$60,000.00 minus \$8,022.00 for *COMPLETED* task items 2 and 3 which have been previously billed to the CITY under HLA Project No. 14012G. This maximum fee amount may be revised only by written agreement of both parties.

Any additional work requested by the CITY that is not included in the Scope of Services herein, shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with the services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in the General Agreement, plus reimbursement for direct non-salary expenses.

Proposed: Jeffrey T. Louman 2/6/14
Huibregtse, Louman Associates, Inc. Date
Jeffrey T. Louman, PE, President

Approved: _____
City of Union Gap Date
Rodney Otterness, City Manager



City Council Communication

Meeting Date: February 24, 2014
From: Dennis Henne; Director of Public Works & Community Development
Topic/Issue: Resolution - Yakima Infantil Soccer League - Two-Year Agreement

SYNOPSIS: The Yakima Infantil Soccer League would like to enter into a two-year agreement with the City, for the purpose of using an area at the Youth Activities Park for the 2014 and 2015 Soccer seasons. Since 2010, this group has had annual agreements with the City and wishes to use the Youth Activities Park again.

RECOMMENDATION: Adopt a Resolution authorizing the City Manager to sign a Facility Use Agreement with Yakima Infantil Soccer League for the use of part of the Ahtanum Youth Activities Park for soccer practices and games for 2014 and 2015 League play.

LEGAL REVIEW:

FINANCIAL REVIEW:

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS:

ATTACHMENTS: 1. Resolution

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION authorizing the City Manager to sign a Facility Use Agreement with the Yakima Infantil Soccer League for use of part of the Ahtanum Youth Activities Park for soccer practices and games for 2014 and 2015 League play.

WHEREAS, the City of Union Gap owns and operates Ahtanum Youth Activities Park;

WHEREAS, the Yakima Infantil Soccer League wishes to utilize the Youth Activities Park for soccer purposes for its league play and practice;

WHEREAS, it is the desire of the City Council to permit Yakima Infantil Soccer League to use the Youth Activities Park subject to certain terms and conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

That the City Manager is authorized to sign a Facility Use Agreement with Yakima Infantil Soccer League for use of part of the Ahtanum Youth Activities Park for soccer practices and games for Yakima Infantil Soccer League 2014 and 2015 League play.

PASSED this 24th day of February, 2014.

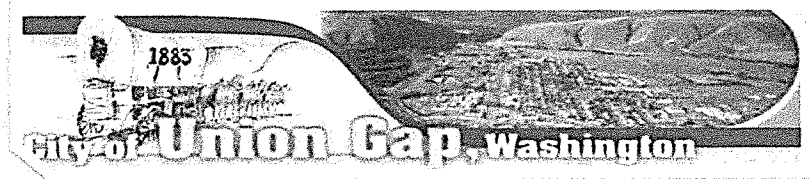
Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Robert F. Noe, City Attorney



City Council Communication

Meeting Date: February 24, 2014
From: Robert Noe, City Attorney
Topic/Issue: Ordinance - Establishing process for Tourism Promotion Area board to follow when considering applications and making recommendations.

SYNOPSIS: The City of Union Gap Tourism Promotion Area (UGTPA) board has recommended that the City Council pass an ordinance making the process that the Lodging Tax Advisory Committee follows when considering applications and making recommendations for the expenditure of lodging tax moneys applicable to the UGTPA board.

RECOMMENDATION: Adopt an ordinance establishing process for Tourism Promotion Area board to follow when considering applications and making recommendation..

LEGAL REVIEW: The City Attorney drafted the ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Resolution

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE establishing the method by which the Union Gap Tourism Promotion Area board will make recommendations to City Council on how to expend assessments collected.

WHEREAS, the state legislature has recognized the importance of tourism in the State of Washington and locally and, as a result, passed the Tourism Promotion Area Act, RCW 35.101, which authorizes the establishment of a Tourism Promotion Area (TPA);

WHEREAS, TPAs can levy special assessments to fund tourism promotion;

WHEREAS, the City of Union Gap duly created the Union Gap Tourism Promotion Area (UGTPA);

WHEREAS, the City of Union Gap, thereafter, duly imposed a Special Assessment on the furnishing of lodging by Lodging Businesses located within the UGTPA in the amount of \$2.00 per room per day and such assessment imposed did not constitute a tax on the "sale of lodging" for the purposes of RCW 82.14.410;

WHEREAS, the UGTPA board has recommended that the City Council adopt a process by which the board will make determinations on how UGTPA assessments collected are expended;

WHEREAS, the UGTPA has recommended that the process adopted mirror the process established under State law for Lodging Tax Advisory Committees as those committees consider the expenditure of lodging tax moneys; and,

WHEREAS, the City Council concurs and believes that such a process will ensure good stewardship of the assessments collected and will ensure that the assessments a spent in a manner that is most beneficial to the City and in keeping with the objectives of RCW 35.101;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DOES ORDAIN as follows:

Section 1. Process for Making Recommendations for Spending Tourism Promotion Area assessments collected.

The process that the Lodging Tax Advisory Committee follows for considering applications and for making recommendations to the City Council for expenditure of lodging tax under RCW 67.28, as modified by ESHB 1253, which became effective July, 2013, imposing additional requirements related to the use of lodging tax

revenues, is hereby adopted as the process that the Union Gap Tourism Promotion Area board will follow in considering applications for and making recommendations for the expenditure of Tourism Promotion Area assessments collected.

Section 2. Effective Date.

This amending Ordinance shall take effect and be in force five (5) days after final passage by the City Council and publication.

ORDAINED this 24th day of February, 2014.

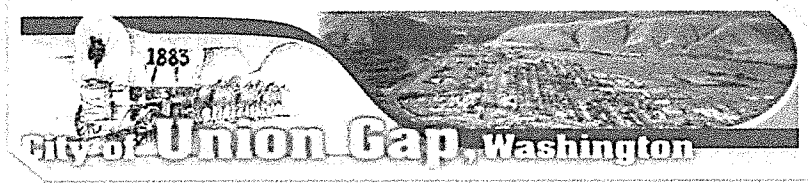
Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Robert F. Noe, City Attorney



City Council Communication

Meeting Date: February 24, 2014
From: Rod Otterness, City Manager
Topic / Issue: Gang Free Initiative Contract for Grant Writing Services

SYNOPSIS: The City has budgeted resources for the Gang Free Initiative to pursue opportunities for federal funding to create a successful program in Union Gap. Specific funding was available in 2013 through the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration and it is expected that funding will be Requests for Applications for the same program in 2014 will be issued shortly. The specific grant application for 2013 asked applicants to commit to using a recognized strategic framework for addressing substance abuse within the Drug-Free Communities Mentoring Program. This involves a five-step process including:

1. **Assessment:** Identify local youth substance use problems and the community conditions that contribute to specific identified issues.
2. **Capacity:** Mobilize/build capacity to change the conditions and address the youth substance use problems.
3. **Planning:** Develop a logic model, comprehensive 12-month Action Plan, and a multi-year Strategic Plan
4. **Implementation:** Implement action and strategic plans with multiple objectives, strategies, and activities.
5. **Evaluation:** Monitor, sustain, improve, or replace prevention activities, efforts, and strategies.

ESD 105 has staff familiar with federal funding programs and this grant application in particular thus making ESD 105 a logical partner for the City.

RECOMMENDATION: Authorize execution of contract for grant writing services.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: Funds were budgeted for the Gang Free Initiative.

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Resolution
2. Contract for Grant Writing Services

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION authorizing the City Manager to sign an agreement with the Educational Service District 105 (ESD 105) for grant writing services to apply for federal funding for the City's Gang Free Initiative program.

WHEREAS, the City has budgeted resources for the Gang Free Initiative to pursue opportunities to acquire federal funding for use in creating a successful program within the City of Union Gap;

WHEREAS, funding was available in 2013 through the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration and it is expected that funding will be available in 2014 as well;

WHEREAS, Requests for Applications entities seeking to obtain funding from the same program in 2014 will be issued shortly;

WHEREAS, the specific grant application for 2013 asked applicants to commit to using a recognized strategic framework for addressing substance abuse within the Drug-Free Communities Mentoring Program;

WHEREAS, the grant application process involves meeting very specific criteria;

WHEREAS, ESD 105 has staff familiar with federal funding programs and this grant application in particular thus making ESD 105 a logical partner for the City;

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

That the City Manager is authorized to sign an agreement with the Educational Service District 105 for grant writing services to apply for federal funding for the City's Gang Free Initiative program.

PASSED this 24th day of February, 2014.

Roger Wentz, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Clifton, City Clerk

Robert F. Noe, City Attorney

CONTRACT FOR GRANT WRITING SERVICES

- I. This is an agreement between the City of Union Gap (Client) and Educational Service District 105 (Contractor).

- II. *Scope of Services:* Contractor agrees to provide the following services for Client:
 1. Work with staff to interpret guidelines, and gather material and information necessary for a strong proposal.
 2. Write grant proposal as requested in time to meet deadlines, and prepare the proposal for submission.
 3. Attend meetings necessary to accomplish the required work.

- III. *Compensation:* Client agrees to compensate Contractor at the flat rate of \$4,500.00. Amount due shall be paid to Contractor within 30 days of receipt of invoice.

- IV. *Client Agrees to the Following:*
 1. Assign a point of contact for the ESD to contact for grant related items.
 2. Answer all proposal related questions in a timely manner.
 3. Gather all signed letters of support, agreements, and MOU's as needed.

- V. *Confidentiality:* Both parties agree to adhere to generally accepted confidentiality practices and provide each other with their best efforts in fulfillment of this contract. Contractor agrees not to disclose private information about the organization or donors.

- VI. *Guarantees:* Contractor shall perform all duties requested and agreed to by both parties and shall submit work in good faith. However, the Contractor does *not* imply or promise any guarantee that the grant proposals will be funded. Payment is due even if Client does not submit proposal or receive a grant.

- VII. This contract may be renegotiated or terminated with 14 days' written notice at the request of either party.

Contact Information

Contractor: Educational Service District 105
Address: 33 South 2nd Avenue
Yakima, WA 98902
Contact Name: Patrick Ulery
Phone: 509-454-3124
Fax: 509-575-2918
Email: patrick.ulery@esd105.org

Client: City of Union Gap
107 W. Ahtanum Road
Union Gap, WA 98903
Contact Name: Rod Otterness
Phone: 509-248-0432
Fax: 509-248-6494
Email: rotterness@cityofuniongap.com

Signature of Authorized Representative:

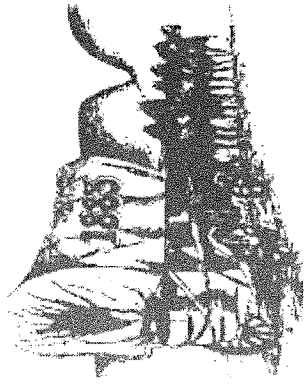
Signature of Authorized Representative:

Steve Myers, Superintendent

Rod Otterness, City Manager

Date: _____

Date: _____



City of Union Gap

"The Old Town with New Ideas"

You Are Invited

to the

Main Street TASKFORCE Meeting

FEBRUARY 26th, 2014
@ 2:00 pm

Meet at the council chambers at 2:00 pm to review and discuss preliminary design concepts based on prior meeting.

Rod Otterness, City Manager

