

**UNION GAP CITY COUNCIL REGULAR MEETING**  
**UNION GAP COUNCIL CHAMBERS**  
**Union Gap, Washington**  
**February 12, 2024, 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 Sewell, Wentz, Galloway, and Schilling were present.
<u>Staff Present</u>	City Manager Bounds, City Attorney Foltz, Police Chief Cobb, Fire Chief Markham, Public Works and Community Director Henne, Civil Engineer Dominguez, and Finance & Administration Director Clifton were present.
<u>Audience Present</u>	See attached list.
<u>Pledge of Allegiance</u>	Council Member Sewell led the pledge of allegiance.
<u>Consent Agenda</u>	<p>Motion by Council Member Wentz, second by Council Member Galloway to approve the consent agenda as follows:</p> <p>Regular Council Meeting Minutes, dated January 22, 2024, as attached to the Agenda and maintained in electronic format.</p> <p>Payroll Vouchers – EFT’s, and Check No’s 41655 through 41658 and 107966 through 107973 for the month of January, 2024, in the amount of \$496,012.35.</p> <p>Claims Vouchers – EFT’s, and Voucher No. 107872 through 107965 for February 12, 2024, in the amount of \$814,947.27.</p> <p>Motion carried unanimously.</p>
<u>Excuse Council Member</u>	Motion by Council Member Wentz, second by Council Member Galloway to excuse Council Member Dailey. Motion carried unanimously.
<u>General Items</u>	
<u>City Manager</u>	

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Ordinance No. – 3090 – Repealing Ordinance Nos. 2184, 1786, and 2690 – Petty cash Fund  
Motion by Council Member Wentz, second by Council Member Sewell to adopt Ordinance No. – 3090 – repealing Ordinance No’s 2184, 1786, and 1690 relating to Chapter 3.108 “Petty cash Fund” of the Union Gap Municipal Code. Motion carried unanimously.

Ordinance No. – 3091 – Repealing Ordinance Nos. 493 and 565 – Federal Shared Revenue Fund  
Motion by Council Member Wentz, second by Council Member Galloway to approve Ordinance No. – 3091 – closing the Federal Shared revenue fund and removing it from the Union Gap Municipal Code. Motion carried unanimously.

Finance & Administration

Ordinance No. – 3092 – Amending Section 3.148 “Drug Seizure Forfeiture Fund” of the Union Gap Municipal Code.  
Motion by Council Member Wentz, second by Council Member Schilling to adopt Ordinance No. – 3092 – Amending Section 3.148 “Drug Seizure Forfeiture Fund” of the Union Gap Municipal Code. Motion carried unanimously.

Ordinance No. – 3093 – Repealing Ordinance Nos. 1127 and 2039 and Chapter 3.52 – Collection of Miscellaneous City Fees  
Motion by Council Member Wentz, second by Council Member Sewell to approve adopt Ordinance No. – 3093 – repealing and replacing Union Gap Municipal Code Chapter 3.52 “Collection of Miscellaneous fees by Police Department”, and Ordinance Nos. 1127 and 2039. Motion carried unanimously.

Public Works & Community Development

Resolution No. – 24-15 – BNSF Railway Company – Preliminary Services Agreement No. BF-20446661 – Ahtanum Road Pedestrian Railroad Crossing Project  
Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-15 authorizing the City Manager to sign a Preliminary Engineering Services Agreement (BNSF) File No. BF-20446661) with BNSF Railway Company. Motion carried unanimously.

Resolution No. – 24-16 – Union Pacific Railroad Company Preliminary Services Agreement No. 516850 – Ahtanum Road Pedestrian Railroad Crossing Project  
Motion by Council Member Galloway, second by Council Member Sewell to approve Resolution No. – 24-16 – authorizing the City Manager to sign a Preliminary Engineering Services Agreement (UPRR REMS Project 516850) with Union Pacific Railroad Company. Motion carried unanimously.

Resolution No. – 24-17 – MBI Systems, Inc. – Library &  
Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-17 – authorizing the City

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Community Center Purchase Agreement

Manager to work with MBI Systems, Inc. for Community Center furniture purchases.

Mark Crochet, Chairman of The Friends of Union Gap Library and Community Center 501c3 addressed the Council stating that they raised funds for the completion of the Library and Community Center project, and provide funds for community programs, services, classes, and technical resources for the citizens of Union Gap, and surrounding communities. With the help of all of the Community partners, dining for dollars with Jeans Cottage Inn, Old Town Station, Reno's on the Runway, and Sea Galley Restaurant, private donors, book sales, and community member donations they are happy to present two checks. One for five thousand dollars, and one for ten thousand dollars, for a total of fifteen thousand dollars in hopes that it will go toward the shortfall on the funds for the Community Center furniture. Crochet thanked all for their continued support of their fund raising efforts and hope that they continue that support in future endeavours. The checks were given to the City Manager who wanted to clarify that the funds are for furniture. The 10,000.00 check says "furniture", and the 5,000.00 says "patio PP". Council Member Schilling stated that it could be used for the Community Center as a whole, so the furniture seemed to fit within the area that they could use it for. Bounds asked if it was for the outdoor furniture. Crochet responded that it was one of the checks they were going to present before, but that things have changed, so it just goes towards the interior. Mayor Hodkinson asked if authorization from the Council is needed. City Manager Bounds replied that there is not anything in place right now addressing donations, but it is something they are working on. Council Member Wentz wanted clarification that both the \$10,000 and \$5,000 checks are going for indoor furniture associated with the Community Center. Debra from the audience stated that the intent was that the funds would be earmarked towards the interior furniture for the Community Center.

Motion carried unanimously.

Resolution No. – 24-18 – WA State Recreation and Conservation Office (RCO) – Grant Agreement #23-1697M

Motion by Council Member Schilling, second by Council Member Wentz to approve resolution No. – 24-18 – authorizing the City Manager to sign Grant Agreement #23-1697M with Washington State Recreation and Conservation Office (RCO). Motion carried unanimously.

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Committee Reports

Council Member Wentz stated that he and Council Member Galloway as the Public Works Committee, met with staff on documents to bring to the Council regarding policies to help clarify donations and partnerships, as well as talking about the facilities agreement for the new Community Center.

Items from the Audience

None.

City Manager Report

City Manager Bounds provided information regarding the City Retreat coming up March 8<sup>th</sup> and 9<sup>th</sup>, 2024. The purpose is to set goals and priorities for the City. Bounds will be working closely with COG as they put the materials together. Council Member Schilling asked if everything could be in writing in case someone is unable to attend. Bounds replied that she would see what they could do.

Communications/Questions/  
Comments

None.

None.

Development of next Agenda

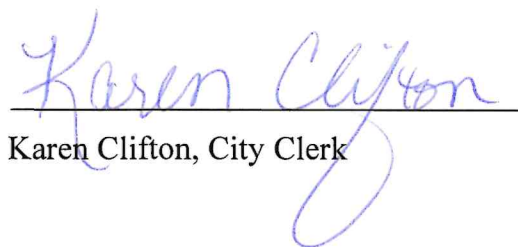
Adjournment of Meeting

Mayor Hodkinson adjourned the regular meeting at 6:19 p.m.



Sharon Bounds, City Manager

ATTEST:



Karen Clifton, City Clerk

CITY OF UNION GAP  
 REGULAR UNION GAP COUNCIL MEETING  
 SIGN IN SHEET

6:00 P.M. – February 12, 2024

NAME (Please Print)

(Date)

ADDRESS

NAME (Please Print)	(Date)	ADDRESS
Theresa Charvet	2/12/2024	4th St. U.G.
Mark Crouchet	2/12/24	1420 S. 31st Ave
Linda Crouchet	2/12/24	Yakima WA
Maralyn Killam	12	Union Gap
Imelda Vargas	2/12/24	1402 Locust
Rodina GALLOWAY	2-12-24	2711-5th St
Helen Canale	5/55	Yakima
Rick Schmell	2/12/24	Yakima