

**UNION GAP CITY COUNCIL REGULAR MEETING**  
**UNION GAP COUNCIL CHAMBERS**  
**Union Gap, Washington**  
**January 22, 2024, Regular Meeting**  
**MINUTES**

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

Council Members Present Council Members Sewell, Wentz, Galloway, Schilling, and Dailey were present.

Staff Present 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.

Audience Present See attached list.

Pledge of Allegiance Council Member Schilling led the pledge of allegiance.

Consent Agenda Motion by Council Member Wentz, second by Council Member Galloway to approve the consent agenda as follows:

Regular Council Meeting Minutes, dated December 8, 2024, as attached to the Agenda and maintained in electronic format.

Claim Vouchers – EFT’s, and Voucher No. 107768 through 107811 for December 31, 2023, in the amount of \$671,375.09.

Claims Vouchers – EFT’s, and Voucher No. 107755 through 107767 for January 22, 2024, in the amount of \$722,341.60.

Council Member Schilling requested a change to the December 8, 2024 minutes to change the word elected to re-elect for her and Council Member Galloway.

Motion carried unanimously.

General Items

Presentation Hollayanna Decoteau “Cougar Tracks” Littlebull made an announcement that she officially accepted a job offer to return to Yakama Nation, and will be returning to DNR Engineering. She will be working with the traffic safety coordinator position, and

after 20 years of working on a project, herself and Porsche Shields found that as long as the railroad goes through the reservation, there will be passenger rail service. They have made headway with the Railroad administration, and last week the Transportation Research Board showed a presentation, which put the north coast Hiawatha route from Chicago to Seattle going through the Yakama Nation. There has been three different properties considered for a freight loading station, and one for passenger rail. It has to be approved by Tribal Council, which could take years, but hopes it happens soon.

Public Hearing

Franz Family Holdings WA  
LLC Rezone

At 6:08 p.m., Mayor Hodkinson opened a Public Hearing to receive comments on the proposed Franz Bakery Vacation of Public Utility Easement request, parcel numbers 191206-314127 & 191206-31428. Yakima Valley Conference of Governments (YVCOG), Senior Planner, Albert Miller stated that Franz Bakery is proposing to construct a 17,400 square foot warehouse which includes a plat amendment proposal to merge Parcels 191206-314127 & 191206-31428 as well as vacate the utility easement between the two parcels. A Public Hearing with the Hearing examiner was conducted on Dec. 19<sup>th</sup>. The Hearing examiner provided a recommendation on January 4<sup>th</sup>. Miller read the findings into record, which was included in the packet provided to Council. With no written or public testimony, Mayor Hodkinson closed the Public Hearing at 6:20 p.m.

Public Works & Community  
Development

Ordinance No. – 3088 – Franz  
Family Holdings WA LLC  
rezone

Motion by Council Member Wentz, second by Council Member Galloway to approve Ordinance No. – 3088 – which would alter Lots 27 & 28 (Parcel Nos. 191206-31538 and 191206-31428) of the Plat of Ahtanum ridge Business Park recorded under Auditor’s File No. 7299807 by vacating and eliminating the utility easement that exists along the joint lot line between the lots in order to allow them to be merged into one lot so that a warehouse building with car and truck parking, area for truck entry and depressed ramp loading can be constructed on the merged lot.

Voting on the motion – Ayes – Sewell, Wentz, Galloway, Dailey and Hodkinson. Nays – Schilling. Motion passes.

Resolution No. – 24-9 –  
Evergreen StormH200

Motion by Council Member Wentz, second by Council Member Sewell to approve Resolution No. – 24-9 – authorizing the City

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Consultants – Quality Assurance Project Plan (QAPP) Addendum Agreement

Manager to sign an agreement with Evergreen StormH2O Consultants for the purpose of developing an addendum to the existing City of Yakima and Yakima County Quality Assurant Project Plan (QAPP). Motion carried unanimously.

Resolution No. – 24-10 – RH2 Engineering, Inc. Consultant Agreement; Main street Pedestrian Crossing Improvements Project Phase II

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-10 authorizing the City Manager to sign a Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with RH2 Engineering, Inc. Motion carried unanimously.

Resolution No. – 24-11 – WA State Department of Ecology – Agreement No. WQSWCAO-2325-UniGap-00068

Motion by Council Member Wentz, second by Council Member Galloway to adopt Resolution No. – 24-11 – authorizing the City Manager to sign Agreement WQSWCAP-2325-UnionGap-0068 with the Washington State Department of Ecology for the 2023-2025 Biennial Stormwater Capacity Grant. Motion carried unanimously.

Resolution No. – 24-12 – WSO Extension & the Master Gardner Foundation of Yakima County – Memorandum of Agreement

Motion by Council Member Galloway, second by Council Member Schilling to approve Resolution No. – 24-12 – authorizing the City Manager to sign a Memorandum of Agreement between the City, Washington State University (WSU) Extension Yakima County and the Master Gardner Foundation of Yakima County for the Demonstration Garden at the Ahtanum Youth Activities Park. Motion carried unanimously.

Finance & Administration

Ordinance No. – 3089 – Amending Section 12.04.100 “Payment” and Section 12.04.110 “Penalty charge for late payments” of Chapter 12.04 “Water Rates and Regulations” of the Union Gap Municipal Code

Motion by Council Member Dailey, second by Council Member Wentz to adopt Ordinance No. – 3089 – amending Union Gap Municipal Code Section 12.04.100 “Payment” and Section 12.04.110 “Penalty Charge for late Payment” of Chapter 12.04 Water Rates and Regulations. Council Member Schilling asked what the percentage is of people who are falling behind. Finance & Administration director Clifton replied that she did not have that information at this time. Motion carried unanimously.

City Manager

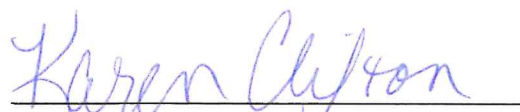
Resolution No. – 24-13 – Appointing Elected Official as the Designated Liaison to the Yakima Basin Fish & Wildlife Recovery Board


Motion by Council Member Wentz, second by Council Member Galloway to approve resolution No. – 24-13 – appointing Council Member Julie Schilling to serve as the Designated Liaison to the Yakima Basin Fish & Wildlife Recovery Board. Motion carried unanimously.

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Motion to add Resolution to Agenda	Motion by Council Member Wentz, second by Council Member Galloway to add a Resolution to the Agenda. Motion carried unanimously
Resolution No. – 24-14 – Appointing	Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-14 – appointing Council Member Julie Schilling to serve on the Association of Washington Cities (AWC) Federal Legislative Priorities Committee. Motion carried unanimously.
<u>Committee Reports</u>	None.
<u>Items from the Audience</u>	Helen Canatsey addressed the Council to thank City Manager Bounds for helping her with water when she had been without water for five days due to blockage.
<u>City Manager Report</u>	City Manager Bounds stated that she had visited with Chris at YVCOG who will facilitate a retreat this Spring to set goals and update the City’s strategic plan. Bounds suggested either April 12 <sup>th</sup> and 13 <sup>th</sup> , or April 26 <sup>th</sup> and 27 <sup>th</sup> . After some discussion April 26 <sup>th</sup> and 27 <sup>th</sup> was set for the tentative date;
<u>Communications/Questions/Comments</u>	Council Member Galloway inquired about a pothole on 5 <sup>th</sup> and Valley Mall Blvd. Council Member Schilling stated that there was a series of potholes at Goodman and Ahtanum.
<u>Development of next Agenda</u>	None.
<u>Adjournment of Meeting</u>	Mayor Hodkinson adjourned the regular meeting at 6:54 p.m.

ATTEST:

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

  
Sharon Bounds, City Manager

PERSONNEL POLICIES HANDBOOK

THE CITY OF UNION GAP

I \_\_\_\_\_ an employee of the City of Union Gap hereby acknowledge receipt of the Personnel Policies Handbook on \_\_\_\_\_. I understand that I am responsible for reading and maintaining said copy and I further understand that I am expected to familiarize myself with the Handbook within thirty (30) days.

\_\_\_\_\_  
(Employee Signature)

I have read the Personnel Policies Handbook for the City of Union Gap. I have been given the opportunity to clarify any questions I have regarding the handbook and my signature below attests that I understand the handbook contents.

\_\_\_\_\_  
(Employee Signature & Date)

\_\_\_\_\_  
(Supervisor Signature & Date)

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

6:00 P.M. -- January 22, 2024

NAME (Please Print)	(Date)	ADDRESS
HILLER CANADY	6:00	Antanville
Imelda Varpas	1/22/2024	402 South 12th Ave
Albert Miller	"	Yakima
Lodia Galloway	1-22-24	2711-5th St.
Maralyn Killern	1-2-2	108 W. Pine
HOLYMAN, LINDSEY W	6:00	2802 S STATE #67 #6
(Signature)	6:00	Yakima