

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
July 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, Gonzalez, Schilling and Dailey were present.

Staff Present City Manager Bounds, City Attorney Foltz, Public Works and Community Director Cavanaugh, Civil Engineer Dominguez, and Finance & Administration Director Bisconer 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 Sewell to approve the consent agenda as follows:

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

Payroll Vouchers – EFT’s, and Check No’s 41659 and 108768 through 108775 for the month of June 2024, in the amount of \$537,663.08

Claims Vouchers – EFT’s, and Voucher No’s 108776 through 108852 for July 22, 2024 in the amount of \$1,130,225.14

Advance Travel Vouchers – Check No’s 1315 through 1317 in the amount of \$796.00

Motion carried unanimously.

General Items

Presentation Albert Miller, Yakima Valley Conference of Governments (YVCOG) Senior Land Use Planner, who provides contracted planning services to the City, presented an overview pertaining to the 2026 Growth Management Act Periodic Update Grant. The

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periodic update is a required process where every 10 years cities reconsider their goals and priorities pertaining to Capital Facilities, Land Use, Housing, Utilities, Transportation, Economic Development, Parks and Recreation, and Climate Resiliency. The Department of Commerce has reserved \$125,000.00 to update the City's Comprehensive Plan. In order to secure the funds a letter of support must be signed by the City Manager to work with YVCOG to fulfil this requirement and submit the grant requesting the funds. Due to a law passed in 2023 the City has the option to adopt Yakima County's Critical Areas Ordinance or update the City's existing one. If this occurs the grant money set aside for that part of the grant would be provided to the County rather than the City of Union Gap.

Public Works & Community
Development

Resolution No. – 24-60 –
YVCOG Letter of Support
and Contract

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-60 – authorizing the City Manager to sign for the Periodic Update Grant Application to update the City of Union Gap Comprehensive Plan, Critical Areas Ordinance, Subdivision Ordinance, and Zoning Ordinance. Motion carried unanimously.

Resolution No. – 24-61 –
City Right of Way Procedures

Motion by Council Member Wentz, second by Council Member Dailey to approve Resolution No. – 24-61 – authorizing the City Manager to sign the City Right-of-Way Procedures. Motion carried unanimously.

Resolution No. – 24-62 –
Recreation and Conservation
Office (RCO) – Grant
Agreement

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-62 – authorizing the City Manager to sign Grant Agreement #24-2203M with Washington State Recreation and Conservation Office (RCO). Motion carried unanimously.

Resolution No. – 24-63 –
Setting A Public Hearing

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 24-63 – setting a public hearing for August 12, 2024 to consider establishing a benefit area for parcels located near a sanitary sewer construction project located within the Regional Beltway project. Motion carried unanimously.

Finance & Administration

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Resolution No. – 24-64 –
Surplus Fire Engine

Motion by Council Member Wentz, second by Council Member Schilling to approve Resolution No. – 24-64 – declaring a fire engine surplus and providing for disposition of same. Motion carried unanimously.

Resolution No. – 24-65 –
Electronic Fund Transfer
Policy

Motion by Council Member Gonzalez, second by Council Member Dailey, to approve Resolution No. - 24-65– of the City Council of the City of Union Gap, Washington, creating an Electronic Fund Transfer (EFT) policy. Motion carried unanimously.

Resolution No. – 24-66 –
Local Government
Investment Pool Account
Authorization

Motion by Council Member Schilling, second by Council Member Galloway to approve Resolution No. – 24-66 – authorizing investment of City of Union Gap Monies in the Local Government Investment Pool. Motion carried unanimously.

2024 2nd Quarter Financial
Update

Finance Director Bisconer gave a 2024 2nd Quarter Financial Update.

City Manager
Friends of the Library
Request

Benine McDonnell, Union Gap Library & Community Center Board Member, addressed the Council to request approval to place five recognition plaques in the Library and Community Center to honor those who have contributed time and assistance in obtaining funding for the Union Gap Library & Community Center project. The 1st plaque 12”x16” to honor the original Library and Community Center Committee, 2nd plaque will be a perpetual plaque 18”x24” to honor past and current 501c3 board members, 3rd plaque 10”x14” to honor the late Kathleen Cluck, an original member of their committee and board, and 4th/5th plaques 10”x14” to honor Washington State Senator Jim Honeyford and United States Senator Patty Murray for obtaining funding contributions. Mayor Hodkinson stated it would also be nice to have the City recognized for their participation in obtaining grants for the project. Benine McDonald stated that should not be a problem and would present that request to the board. Motion by Council Member Wentz, second by Council Member Galloway to approve the request for placement of 5 recognition plaques in the Union Gap Library & Community Center.

Committee Reports

Mayor Hodkinson informed Yakima Valley Conference of Governments Deputy Director, Vicki Baker, has resigned due to her appointment as Yakima City Manager as of August 8, 2024.

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He stated she will be missed at the Council of Governments. He also informed that the 2nd runner up for the Yakima City Manager position is going to be the new City Manager for Sunnyside. He further stated he thinks we will see a lot more cooperation with the cities and the counties as a whole.

Items from the Audience

Guy Yeager, Union Gap Citizen, addressed the Council to discuss moving the due date for the City’s utility bills by approximately five days due to the United States Postal Service’s slower delivery service since local mail is now being sorted in Spokane, Washington. Mr. Yeager stated the delayed deliveries in receiving and mailing his monthly utility bill is resulting in a \$10 late fee being charged to his utility account. Council member Daily stated they do want to work with the community and the due dates of utility bills were moved due to a prior citizen complaint addressing the same issue. Utility billings were previously due on the 10th of each month and now are due the 15th of each month. Council Member Wentz also suggested using auto pay. Council Member Daily also stated that the City has a utility payment drop box.

Guy Yeager, also addressed the Council regarding the City’s policy on landlords being responsible for their tenants outstanding utility bills if left unpaid. He stated he feels that landlords should not be responsible for their tenants bills and made a request for the Council to review that policy and possibly consider revising the policy. Mayor Hodkinson thanked Mr. Yeager for his input and stated they would do some research.

City Manager Report

City Manager Bounds informed that the tentative date for the ribbon cutting for the Library and Community Center is September 19, 2024; informed she had met with representatives from the Ag Museum regarding placement of a restored piece of equipment to be displayed outside of the Civic Campus; informed that staff will be starting the budget process early August and Council will be seeing their first version of it in early September; and invited Council to Finance Director Clifton’s retirement celebration on July 31, 2024 from 2:00 p.m. – 3:30 p.m.

Communications/Questions/
Comments

None.

Development of next Agenda

None.

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Adjournment of Meeting

Mayor Hodkinson adjourned the regular meeting at 6:45 p.m.



Sharon Bounds, City Manager

ATTEST:



Lynette Bisconer, City Clerk

