UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
July 24, 2023, 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 Wentz, Galloway, Schilling, Dailey and Sewell were present.
Staff Present	City Manager Bounds, City Attorney Foltz, Police Chief Cobb, Fire Chief Markham, Public Works & Community Development Director Henne, Civil Engineer Dominquez, and Finance & Administration Director Clifton were present.
Audience Present	See attached list.
Pledge of Allegiance	Council Member Wentz led the pledge of allegiance.
Excuse Council Member	Motion by Council Member Dailey, second by Council Member Schilling to excuse Council Member Hansen. Motion carried unanimously.
Consent Agenda	Motion by Council Member Wentz, second by Council Member Galloway to approve the consent agenda as follows:

Regular Council Meeting Minutes, dated June 26, 2023, as attached to the Agenda and maintained in electronic format

Regular Council Meeting Minutes, dated July 10, 2023, as attached to the Agenda and maintained in electronic format

Payroll Vouchers – EFT's and Voucher No. 106794 through 106800 for the month of June 2023, in the amount of $494,852.99

Claims Vouchers – EFT's, and Voucher No. 106801 through 106882 for July 24, 2023, in the amount of $617,355.77.

Motion carried unanimously.

General Items

Finance and Administration

Ordinance No. – 3409 – Amending Union Gap Municipal Code section 12.04.110 "Penalty Charge of Late Payment" of Chapter 12.04 "Water Rates and Regulations".

Motion by Council Member Wentz, second by Council Member Galloway to adopt Ordinance No. – 3409 – amending Union Gap Municipal Code section 12.04.110 "Penalty Charge of Late Payment" of chapter 12.04 "Water rates and Regulations. Motion carried unanimously.

City Manager

Resident Notification Discussion

City Manager Bounds evaluated the current resident notification processed and stated there are several factors that needed to be considered, one being is the city following mandatory regulations and guidance. Are the methods the City is using effectively getting the information out? Is the information we are disseminating compliant with English and non-English speaking citizens? Are we being fiscally responsible with the means that we are using for out-reach? Some of the requirements the city is required to follow include publication notices, and in some instances mailings for approved Ordinances, meetings, public hearings, land use applications, and more. Bounds outlined what we are currently doing, and feels we are in compliance. We also post information to our web site, which also contains a Facebook link to Union Gap WA used for promotional purposes, paid for with LTAC dollars. Another method used is a quarterly newsletter, which is available at the front counter, and is being mailed to citizens. Our personal contact, phone, and electronic interaction in our public buildings, staff is very responsive to requests that we get. We allow information in our kiosk to help increase awareness, and will do the same in the Community Center, possibly adding a digital sign as a great tool to use in the future. We network with others by holding numerous meetings, and partnering with outside organizations. Staff is currently working on a language access plan, and explained that it is a process that will be implemented over time, but will see noticeable changes in the future. Bounds highlighted other communication tools used, and believes that we are currently doing a good job. Council Member Schilling suggested using a service that will send a text via cell phone to residents. She found that the cost for 500 phone numbers it would cost the City less

than $180.00. Council Member Wentz stated that he would be opposed to mass blasts like that. Mayor Wentz stated that if there were multiple requests for the same information, instead of acting on one comment, we would consider something different. Bounds stated that if she were notified of events, she would be happy to post them on the web site, possibly adding a calendar of events.

Committee Reports

Council Member Dailey stated that the Greenway had their monthly meeting, opening with the topic of the homelessness. The board wanted her to personally thank the Union Gap Police Department and staff, for going through the process last week of dealing with homelessness, and they were extremely pleased with the job, style, and professionalism. Dailey stated that she was very proud that we're stepping up to this situation, that we're getting our foot through the door to hopefully something positive, that we're not ignoring the homeless and do the best we can, and thanked the police department for their effort. Police Chief Cobb stated that he couldn't take credit, that it was the police officers, DOT and service providers, who worked for two hard days, and removing 30 tons of debris. Cobb stated that they are working with DOT acting on their behalf, to routinely patrol the area.

Mayor Hodkinson stated that there will be a ribbon cutting ceremony for the Crime Lab, and will be in the paper, and will go out to all Council Members, which will be Thursday, August 3rd, 11:00 a.m. is check in, 11:30 is ribbon cutting ceremony, noon is photos and light refreshments, 1 to 5 is scheduled crim lab tours. The crime lab is up and running, doing bullets already. Cobb stated that the Rapid DNA will be in phase II, anticipated to be operational in the springtime, however the analyst is up and running. They are running ahead of schedule and the Lab director Manager, Kathy is phenomenal.

Items from the Audience

Benine McDonnell, member of the Union Gap Library and Community center committee, stated that they have put together a meeting with the committee members, their attorney, the City Manager, Public Works Director, and City Attorney for Wednesday. They need an agreement in order to use the million dollars that the committee was given through the Federal Government for Phase II of the Union Gap Library and Community Center. Their attorney said they don't sign anything until he has had a chance to look at it, and wants to be able to speak with the City Attorney at the same time.

Georgia Retmire wanted to respond to the dissemination of

information, being an information specialist/Librarian. We are three years post COVID and people still don't know the library is open. They have sent email blasts, text message blasts, post on facebook, Instagram, and send out newsletters. They go to events and people still don't know that the library is free. So it's not just the City of Union Gap, that her personal opinion as a citizen, is that the onus is on the individual. No matter how much you try to put the information out, people are busy. Retmire agreed with Council Member Schilling, that it is important for people to show up and understand, but you can only do so much.

City Manager Report

City Manager Bounds requested who would be able to attend the Crime Lab tour Thursday August 3rd. Council Members Dailey, Galloway and Mayor Hodkinson responded that they would.

Communications/Questions/ Comments

None.

Development of next Agenda

None.

Adjournment of Meeting

Mayor Hodkinson adjourned the July 24, 2023 regular Council meeting at 6:35 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. – July 24, 2023

NAME (Please Print)	(Date)	ADDRESS
JEFF SHOEmaker		
Maralyn Killorn	25 July	108 W Pine
Dave Matson	7/24/23	2218 Comol Ave
Lodin Galloway	7-24-23	2711-5th St.
(signature)	7/24/23	Yakima
Benine McDonnell	"	Yakima