

**UNION GAP CITY COUNCIL REGULAR MEETING**  
**UNION GAP COUNCIL CHAMBERS**  
**Union Gap, Washington**  
**May 23, 2016 Regular Meeting**  
**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, Butler, Matson and Schilling were present.

Staff Present City Attorney Brown, Interim City Manager Cobb, Finance and Administration Director Clifton, Deputy Clerk Treasurer Bisconer, Public Works/Community Development Director Henne, Public Works/Community Development Deputy Director Spurlock were present.

Audience Present See attached list.

Pledge of Allegiance Mayor Wentz led the Pledge of Allegiance.

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

Regular Council Meeting Minutes, dated May 9, 2016, as attached to the Agenda and maintained in electronic format.

Regular Council Meeting Minutes, dated May 16, 2016, as attached to the Agenda and maintained in electronic format.

Payroll Vouchers – EFT’s, and Voucher Nos. 41519 through 41525, and 92387 through 92398 for May 10, 2016, in the amount of \$335,065.26.

Claims Vouchers – EFT’s and Voucher Nos. 92399 through 92489 for May 23, 2016, in the amount of \$535,204.72.

Motion carried unanimously.

Items from the Audience None.

General Items

Public Works/Community Development

Resolution No. 16-25 – HLA Task Order – Ahtanum Motion by Council member Butler, second by Council Member Lenz to approve Resolution No. 16-25 authorizing the Interim City Manager to

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Youth Park RCO  
Improvements Project

sign Task Order No. 2016-03 with HLA Engineering and Land Surveying, Inc. related to expanding the use to increase recreation opportunities at the Ahtanum Youth Activities Park Soccer Fields. Council Members Olson and Carney recused themselves. Voting on the motion: Ayes – Lenz, Butler, Matson and Schilling. Motion carried.

Authorization to Proceed –  
Kwik Lok Corporation  
Annexation

Motion by Council Member Olson, second by Council Member Carney to set a resolution for the next regular scheduled council meeting to initiate annexation proceedings for the Kwik Lok Corporation property. Motion carried unanimously.

Finance & Administration

Ordinance No. 2899 –  
Personnel Policy Handbook  
Modification – Payroll Date  
Change

Motion by Council Member Butler, second by Council Member Olson to adopt Ordinance No. 2899 modifying Chapter 4.3 of the City’s Personnel Policy Handbook to change the payday from the 15<sup>th</sup> of the month to the 10<sup>th</sup> of the month following the work period. Motion carried unanimously.

Ordinance No. 2900 – City  
of Union Gap Credit Card  
Purchasing Policy

Motion by Council Member Olson, second by Council Member Lenz to adopt Ordinance No. 2900 in order to follow the City Auditor’s recommendation and to give guidance to City employees regarding purchasing items with City-issued credit cards. Motion carried unanimously.

Resolution No. 16-26 –  
Personnel Policies  
Handbook Modifications –  
Policy Regarding Allowable  
Meals for City-Related  
Meetings and Training

Motion by Council Member Lenz, second by Council Member Olson to approve Resolution No. 16-26 – modifying Chapter 4.6 of the City’s Personnel Policy Handbook to include a policy relating to allowable meals for City-related meetings and training. Motion carried unanimously.

Review/Discuss the City’s 5-  
Year Strategic Plan

A request was made for an update on the City’s 5-Year Strategic Plan and Interim City Manager Cobb stated that he will request updates from Department Heads & will present the information to discuss at a later date towards the end of summer.

Items from the Audience

None.

City Manager Report

Interim City Manager Cobb stated that the recent YRSA soccer event was a success; Borton Construction has begun working on the utility lines in the recently annexed area and also requested guidance as to when the Council would like to review applications submitted for the City Manager Position. Mayor Wentz made a recommendation to allow staff to review the applications and forward those that meet the required

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qualifications and to redact the names for further review to be discussed at a Special meeting to be held June 6, 2016. Voting on the motion: Ayes – Lenz, Butler, Matson, Schilling and Wentz. Nays – Carney and Olson. Motion carried

Communications/Questions/Comments

Mayor Wentz read into record a Proclamation declaring May the Older Americans Month.

Development of next agenda

None.

Any other Business

None.

Recess to 15 – Minutes Executive Session

At 6:42 p.m. Mayor Wentz announced a 15 minute executive session for Labor Negotiations Pursuant to RCW 42.30.140(4)(a); Mayor Wentz, Council Members, Interim City Manager Cobb, and City Attorney Brown attended. Mayor Wentz reconvened at 6:57 p.m..

Motion by Council Member Carney, second by Council Member Lenz to adopt Resolution Nos. 16-27 and 16-28 approving the Office Clerical and Non-Uniformed Employees with Teamsters Local No. 760. Motion carried unanimously.

Adjournment of Meeting

Mayor Wentz adjourned the May 23, 2016 Regular Council Meeting at 6:58 p.m.

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Greg Cobb, Interim City Manager

ATTEST:

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Karen Clifton, City Clerk