

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
October 23, 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 Sewell, Wentz, Galloway, Hansen, Schilling, and Dailey were present.

Staff Present City Manager Bounds, City Attorney Foltz, Police Chief Cobb, Fire Chief Markham, Civil Engineer Dominquez, Public Works and Community Director Henne, and Finance & Administration Director Clifton were present.

Audience Present See attached list.

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

Consent Agenda Motion by Council Member Hansen, second by Council Member Dailey approve the consent agenda as follows:

Regular Council Meeting Minutes, dated October 9, 2023, as attached to the Agenda and maintained in electronic format.

Payroll Vouchers – EFT’s, and Check No.’s 107264 through 107270 for the month of September, 2023, in the amount of \$479,219.37

Claims Vouchers – EFT’s, and Voucher No. 107271 through 107355 for October 23, 2023, in the amount of \$407,212.41.

Advance Travel Voucher – Check Mo. 1305 in the amount of \$213.00.

Ordinance No. – 3068 – City Hall Equipment Reserve Fund

Ordinance No. – 3069 – Closing Inactive Funds

Council Member Schilling stated that because the 501c3 is looking at how things are balancing, they are looking at BORA Architect, and have paid them a lot in the last year. Schilling thought they should rename what they are doing, asking if they are just the Architect, or project manager. Public Works and Community Development

Director Henne stated that our contract with BORA Architect for the Library was to complete the design through the award of the project, and now they are performing inspections, and project administration, accounting on the grants, and progress and change orders, so it is a full contract from design through construction services. Schilling stated that they had put a Project Manager in place, and that they needed to change it. Henne explained that he believed Schilling was referring to a letter of procedure listing staff and procedures of how the City would work with the Friends, which identified the City Manager at that time as the City’s project Manager. Basically, Henne stated that it was still accurate in that the City Manager is still project manager over the city’s portion of that project, but the consultant, BORA Architect, they are the project manager of the project, for the City Manager to oversee. Schilling replied that it listed Arlene Fisher specifically, and she would like it changed to say Sharon Bounds, who is the Current City Manager. City Manager Bounds stated that she didn’t believe it would be an issue with the funding if the name remained and she continued it on, reminding everyone that Dennis is listed as her designee, and acts in that capacity often.

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

General Items

Public Hearing

2024 Preliminary Budget

At 6:05 p.m., Mayor Hodkinson opened a Public Hearing to consider oral and written comments concerning the 2024 Preliminary Budget. Finance and Administration Director Clifton distributed documentation, explained that is very preliminary and is a work in progress. Clifton then gave a basic overview of the information provided. With no written or public testimony, Mayor Hodkinson closed the Public Hearing at 6:10 p.m.

Water Use Efficiency
Program Goals

At 6:11 p.m., Mayor Hodkinson opened a Public Hearing to consider oral and written comments concerning the City of Union Gap’s Water Use Efficiency Program Goals, as required by Washington State Legislators. Public Works and Community Development Director Henne explained that it will be included in the 2024 Water System Plan, and explained that they had met previous goals until the COVID pandemic hit. Information of the goals have been posted on the website, utility billings, and water efficiency reports sent by mail. Henne then gave examples of tracking water usage. Council Member Hansen asked about analysing the dew point for irrigation use. Henne replied that they have not accounted for anything like that. With no

written or public testimony, Mayor Hodkinson closed the Public Hearing at 6:21 p.m.

Public Works & Community Development

Resolution No. – 23-54 – Professional Engineering Services Agreement; Main Street Pedestrian Crossing Improvements

Motion by Council Member Wentz, second by Council Member Galloway to approve Resolution No. – 23-54 – authorizing the City Manager to negotiate a Professional Engineering Services Agreement with RH2 of Richland, WA. for Main Street Pedestrian Crossing Improvements. Motion carried unanimously.

City Manager

Resolution No. – 23-55 – Adopting City Reserve Policy

City Manager Bounds explained that this Resolution will establish the reserve levels that the City will keep in the City’s general Fund, Rainy day Fund, and Agility Funds. Motion by Council Member Wentz, second by Council Member Dailey to approve Resolution No. - 23-55 – adopting a new Reserve Policy for the City of Union Gap. Motion carried unanimously.

Ordinance No. – 3070 – Creating and Continuing 109 Contingency Fund

Motion by Council Member Wentz, second by Council Member Galloway to adopt Ordinance No. – 3070 – formally creating Fund No. 109 Contingency Fund – “Agility Fund” for the City of Union Gap, Washington. Motion carried unanimously.

Ordinance No. – 3071 – Repealing Ordinance No. 2729 and continuing City General Reserve Fund

Motion by Council Member Hansen, second by Council Member Wentz to adopt Ordinance No. – 3071 – repealing Ordinance No. 2729 which established Chapter 3.144 of the Union Gap Municipal Code “City General Reserve Fund”. Motion carried unanimously.

Items from the Audience

Benine McDonnell with the Union Gap Library and Community Center Committee handed out flyers about an upcoming dining for dollars day, which will be on Wednesday, November 1st, from 6:30 a.m. until 8:00 p.m. at the Old Town Station Restaurant. McDonnell explained the amount to be donated per meal, with additional items to be sold, and invited Council to join them.

Rick Green thanked Council Member Sewell for helping clean his yard but still didn’t understand the violations. Mayor Hodkinson asked the City Manager to get more information and report back.

Committee Reports

Council Member Wentz stated that the Public Works Committee met in regard to the recommendation of RH2, with the result of taking action at tonight’s meeting. Council Member Dailey stated that she

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was able to participate in the Greenway’s due diligence of the budget. Dailey was impressed with everything they went over. Mayor Hodkinson attended a general meeting with the Yakima Valley Council of Governments that went well, and attended the Mayor’s meeting in Leavenworth who have put in parking meters, and stated that there is no place to park in Leavenworth that you do not have to pay for; talked about the flooding that occurred this year, and little discussion of green energy and electric cars.

City Manager Report

City Manager Bounds stated that she and Mayor Hodkinson met with Rick Evans, who is Senator Cantwell’s outreach director for our area, and took the opportunity to discuss the need we have for funding on the beltway, who is going to get back to her with some ideas he has. Discussed the Fentanyl crisis and other funding needs; attended the Ted Robertson Awards who chose three very deserving recipients this year, and it was a beautiful event; looking forward to attending coffee with Representative Cory next week.

Development of next
Agenda

None.

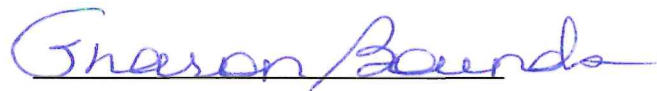
Communications/Questions/
Comments

None.

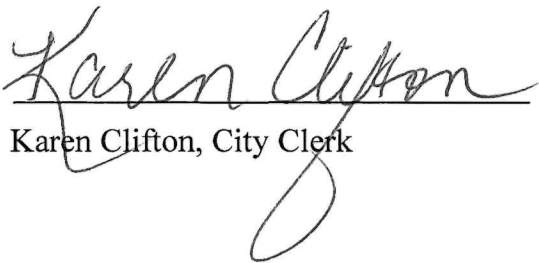
Adjournment of Meeting

Mayor Hodkinson adjourned the regular meeting at 6:41 p.m.

ATTEST:



Sharon Bounds, City Manager



Karen Clifton, City Clerk

