

UNION GAP CITY COUNCIL REGULAR MEETING
Council Chambers, City Hall
Union Gap, Washington
July 11, 2011

<u>Call to Order</u>	Mayor Lemon called the Regular Meeting of the Union Gap City Council to order at 7:00 p.m.
<u>Council Members Present</u>	Council Members Dan Olson, Dan Vanover, Roger Wentz, Dave Matson, James Murr and Chad Lenz were present.
<u>Staff Present</u>	Robert Noe, City Attorney; Greg Cobb, Administrative Sergeant; Chris Jensen, Fire Chief; Dennis Henne, Public Works Director; Dave Spurlock Development Coordinator; Kathryn Thompson, City Clerk; Jesse Walruff, Public Works Maintenance; and Sherrie Testerman, Executive Assistant were present.
<u>Audience Present</u>	Bob Northcott, Mark Carney, Debbie Matson, Stephanie Murr, Mary Ann Lockhart, Richard Lockhart, James Lemon, Jo Collier, and others were present.
<u>Pledge of Allegiance</u>	Council Member Matson led the Pledge of Allegiance.
<u>Special Award Presentations</u>	The Mayor presented a plaque to Sherrie Testerman, Jesse Walruff, and Council Member Wentz, members of the Wellness Committee, for the Well City Award. He informed earning the Well City award saves the City 2 percent on the health insurance premiums, which is about \$18,500. The Mayor presented a certificate to Sgt. Cobb for Shawn James, Police Officer, for 10 years of service to the City and a certificate to the Fire Chief for Larry Bird, Fire Fighter, for 15 years of service to the City.
<u>Consent Agenda</u>	Motion by Council Member Wentz, seconded by Council Member Vanover to approve the consent agenda, as follows: Approve the Regular Council Meeting Minutes, dated June 27, 2011, as sent out on pages 5222 through 5225 of the Minute Book. Approve Claim Voucher Nos. 80020 through 80057, in the amount of \$223,582.96 dated June 30, 2011 and transfer from the operating funds to the Claims Fund. Approve Payroll Voucher Nos. 34574 through 34660, in the amount of \$203,795.44 dated June 30, 2011 and transfer from the operating funds to the Payroll Fund. Approve Claim Voucher Nos. 80058 through 80127, in the amount of \$232,594.71 dated July 11, 2011 and transfer from the operating funds to the Claims Fund. Motion carried unanimously; Council Member Butler absent.
<u>Excuse Council Member</u>	Motion by Council Member Wentz, seconded by Council Member Lenz to excuse Council Member Butler from tonight's meeting. Motion carried unanimously; Council Member Butler absent.
<u>Public Hearing – Water Use Efficiency Program</u>	At 7:05 p.m. Mayor Lemon opened the public hearing regarding the Water Use Efficiency Program. The Public Works Director informed this hearing is to receive written and oral comments regarding water use efficiency goals. He stated the public hearing was advertised and the plan was available for review for three weeks at the front counter of City Hall and in the Library.

Council Member Wentz stated the goal listed in Resolution No. 947 is to reduce residential water consumption by two gallons per day over the next six years and questioned how that will be accomplished.

The Public Works Director stated the City will advertise in the annual water efficiency mailing to the public and we now have graphs on the utility bills so customers can see their usage.

Council Member Wentz questioned if a water conservation tip could be included in each newsletter.

The Public Works Director said absolutely and commented tips have been included in the past. He also informed the department has been working with some of the industries that use a lot of water also and in one case, consumption was reduced by about a quarter by installing a shut off valve on a piece of equipment.

Council Member Matson questioned if there are restrictions placed on water usage.

The Public Works Director stated no, the State would like cities to use terraced water rates to discourage usage, but the City has not done that. The City has a base rate plus consumption charges.

Mark Carney questioned where these regulations come from.

The Public Works Director stated the regulations trickle down from the Federal and State governments.

The City Clerk announced no written comments have been received.

At 7:15 p.m. Mayor Lemon closed the public hearing.

Resolution No. 947 –
Adopting Water Use
Efficiency Goals

Motion by Council Member Vanover, seconded by Council Member Wentz to adopt Resolution No. 947, A Resolution adopting Water Use Efficiency Goals. Motion carried unanimously; Council Member Butler absent.

Resolution No. 948 –
Adopting 2010 Water
System Plan Update

Motion by Council Member Wentz, seconded by Council Member Vanover to adopt Resolution No. 948, A Resolution adopting the 2010 Water System Plan Update. Motion carried unanimously; Council Member Butler absent.

Resolution No. 949 –
Agreement with
Huibregtse, Louman
Assoc., Inc. for Design
and Construction
Services – S. 12th Ave.
Bridge

Mayor Lemon stated the South 12th Avenue Bridge project is funded from the 124 fund.

Council Member Vanover commented the funding from the 124 fund is the match for the grant.

Motion by Council Member Vanover, seconded by Council Member Murr to adopt Resolution No. 949, A Resolution authorizing the Mayor to sign a Local Agency Standard Consultant Agreement with Huibregtse, Louman Associates for services related to the South 12th Avenue Bridge. Motion carried unanimously; Council Member Butler absent.

Advertise for Bids –
South Broadway Water
Extension Project

Motion by Council Member Wentz, seconded by Council Member Lenz to authorize staff to advertise for bids for South Broadway Water Extension Project. Motion carried unanimously; Council Member Butler absent.

Mayor Lemon stated this project is funded by a \$1 million grant to extend water in the South Broadway area.

Request from Municipal
Court Judge for Part-
Time Court Clerk

Bob Northcott, Municipal Court Judge, stated at the May 23rd Council meeting, the Council requested he submit a proposal for adding a part time court clerk. He stated he does not see how the City can afford not to add a part time clerk when one could be added for \$1,000 to \$1,200 a month and the position would generate a lot of extra income. He distributed a corrected addendum to his request and explained he changed the hours to indicate if they are per day or per week. He stated the court duties take 192.5 hours per week divided by two clerks which is 96.25 hours for each clerk and that is why work is not getting done. He stated last Wednesday they had a trial with some dead time so the clerk used that time to process some of the back paperwork and they saw an increase in revenue of \$5,400 today from people coming in to pay. He stated when the court added a full time professional clerk the revenue increased by \$300,000 and when they added a 2nd professional clerk the revenue increased another \$300,000. With a ½ or ¾ time clerk the revenues could increase to \$1 million a year.

Council Member Wentz stated when the 2nd clerk was added the clerks found a two or three year backlog, but that will not necessarily continue.

The Judge said a large portion of the fines are collectible because people lose their driver's license and when they find out they can get their driver's license back by paying a fine they come in and pay right away. He stated older tickets are sent to the collection agency, they collect the money, and it does not cost the City anything to use the collection agency. He stated as Judge, he is not in the revenue collecting business; he is here because the court clerks are swamped. He stated Union Gap has the best clerks in the County, but there were problems before they got here with the handling of the revenue.

Council Member Vanover questioned if the bottom line is that this position will pay for itself plus.

The Judge stated yes, they would like a part time person for \$10-\$12 an hour and they think they found one that would come in.

Council Member Wentz questioned if there is \$5,000 in the court budget to pay for this position.

The Judge said no, the Court budget is totally insufficient.

Council Member Wentz questioned how much of the revenue generated the City keeps.

The Judge stated right at 50 percent.

Mayor Lemon stated that would be for court fines; the State receives \$72 of every ticket. He also commented the court clerks are part of the union and there are a couple of part time union employees so this position may need to be part of the union.

Motion by Council Member Wentz to table this request to the July 25th Council meeting to talk with the union and determine an actual cost for this position. Motion failed for lack of a second.

Motion by Council Member Vanover, seconded by Council Member Lenz to create a part time court clerk position of up to 20 hours a week for up to \$1,200 a month through the end of 2011. Motion carried: Council Members Vanover, Matson, Lenz and Mayor Lemon voting in favor; Council Members Olson, Wentz, and Murr voting no; Council Member Butler absent.

Council Member Olson stated this position may be generating funds, but he is voting no because more information is needed before he can vote yes.
Mayor Lemon stated he broke the tie voting yes because the City will receive more money than they invest in this position.

The Judge invited the Council Members to spend a couple of hours watching the court clerks.

Expenditure Request –
Sector E-Ticket System
for Police Patrol
Vehicles

Mayor Lemon informed the Police Chief could not be here so Sgt. Cobb is here to answer questions regarding the Sector E-Ticket System.

Council Member Wentz asked the Judge if he understood correctly that the court clerks process some e-tickets now.

The Judge stated the court clerks do process some e-tickets, the e-tickets take about 15 seconds to process, and the paper tickets take 3-5 minutes to process so this request will help reduce the time the court clerk's spend processing tickets.

Council Member Wentz commented e-tickets will reduce time demands at the Police Department and the Court.

Mayor Lemon commented the ticket books cost quite a bit also and with e-tickets the City will not have to purchase ticket books anymore.

Sgt. Cobb stated the Police Department has equipped half of the fleet with e-tickets through grants that were obtained, but there are no more grants available. He stated the Police Department and Court can be much more efficient if the e-tickets are in every patrol car. He stated it takes the Police clerks about 10 minutes to process a paper ticket and it takes the court clerks about another 10 minutes to process the paper ticket and someone has to hand carry the tickets to the court. He stated another factor is collision reports; the Police clerks spend significant amounts of time processing collision reports and with the Sector program the Police clerks will only deal with collision reports if one is needed to fill a public records request.

Council Member Wentz questioned if the \$6,000 cost will be offset by not paying overtime.

Sgt. Cobb stated he would have to check with the Police Chief regarding budgetary issues.

Mayor Lemon stated this could be paid for from the Contingency Fund.

Council Member Vanover questioned if the Criminal Justice Fund has already been used.

Mayor Lemon stated yes.

Motion by Council Member Vanover, seconded by Council Member Olson to approve the expenditure of \$6,000 for the Sector E-Ticket Program for Police Patrol Vehicles from the Contingency Fund. Motion carried unanimously; Council Member Butler absent.

Council Member Wentz requested the City Treasurer provide a report at the next Council meeting showing how much money is left in the Contingency Fund.

Expenditure Request -
PM₁₀ Compliant Street
Sweeper

Mayor Lemon informed the funding for this street sweeper is primarily from the water/sewer fund because the sweeper is being used for the stormwater program.

Council Member Vanover questioned the paperwork from the City of Pendleton

in the packet.

The Public Works Director explained we can piggyback on the City of Pendleton's bid and save the cost of re-bidding for the same equipment. He stated he is going to check around Washington State a little more to make sure there is not another bid to piggyback with.

Council Member Wentz questioned what else is budgeted to come out of the 112 Fund.

The Public Works Director stated nothing, and we haven't spent anything out of the fund for a couple of years. He stated we will need more trucks, but nothing large like this expense. He stated we have a \$60,000 Department of Ecology (DOE) grant to use on this and we do not have any other expenditures for that grant.

Council Member Vanover commented the Public Works Committee discussed this and decided to recommend purchase because of the PM₁₀.

Motion by Council Member Wentz, seconded by Council Member Lenz to authorize the expenditure of \$108,200 from the Public Works Equipment Reserve fund as matching contributions for the DOE \$60,000 grant to purchase a PM₁₀ Compliant Street Sweeper. Motion carried unanimously; Council Member Butler absent.

Development of 7/25/11
Council Agenda

Council Member Wentz questioned if the Council was going to schedule a budget retreat this year.

Council Member Vanover stated they should hold a budget workshop or something.

Mayor Lemon stated week days are better for him.

Council Member Lenz stated evenings are better for him.

Council Member Vanover stated he will try and make the times work, if the meetings do not last too late. He suggested workshops on an alternate Monday night.

Items from the
Audience

There was no one present wishing to speak.

Departmental Reports

Mayor Lemon informed the following reports are in the packet and questioned if the Council has any questions of the departments: Tax Revenue Reports – June 2011; Tourism Promoter Status Report – June 2011; and Treasurer's Reports – April/May 2011.

Sales Tax Revenue. Council Member Olson requested the City Treasurer provide a breakdown of the amnesty sales tax revenue when the City receives it so the Council can see how much revenue is from amnesty and how much is normal sales tax revenue.

Mayor Lemon stated he does not believe the City has received any amnesty money yet.

Communications/
Questions/Comments

New Development. Mayor Lemon informed he and the Development Coordinator met with Valley Mall Owner Fred Bruning. Mr. Bruning has about 10 more stores ready to come to town and some of them are nice anchor stores, but at this time, Mr. Bruning does not want the names of the stores disclosed.

CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – July 11, 2011 - CONT.

At 7:50 p.m., Mayor Lemon adjourned the Regular Council meeting.

These minutes dated July 11, 2011 were approved at the Regular Council Meeting of July 25, 2011.

Jim Lemon, Mayor

ATTEST:

Kathryn Thompson, CMC, City Clerk